

Date: September 2025

Job Title: HR & Administrative Manager

Responsible to: Headteacher

GRADE: H9 - M1 dependant on experience

Hours: 37 Hours per week, 52 weeks

1. PURPOSE OF THE JOB

1. To be accountable for the management of property, facilities and the administration policy of the Academy
2. As part of the Senior Leadership Team, to assist the Head Teacher and Governors to ensure that the Academy meets its educational aims from a resourcing perspective
3. To lead, manage and develop the team of Academy support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Academy
4. To ensure that the statutory duties of the Pinewood Academy Trust are fulfilled in a timely fashion

Duties & Responsibilities

2. ADMINISTRATION MANAGEMENT

1. Manage the whole Academy administrative function and lead all non-teaching support staff
2. Design and maintain administrative systems that deliver outcomes based on the Academy's aims and goals
3. Manage systems and link processes that interact across the Academy to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DFE and other agencies and stakeholders within statutory guidelines
10. Updating and monitoring of the Census and workforce census
11. Overseeing and input within the financial strategy of the school alongside the Finance Officer
12. Ensuring that all trips are planned within budget and within our policies and procedures

3. FACILITY & PROPERTY MANAGEMENT

1. Oversee the continuing availability of utilities, site services and equipment
2. Oversee sound practices in estate management and grounds maintenance
3. Monitor, assess and review contractual obligations for outsourced Academy services
4. Ensure ancillary services, e.g. catering, are monitored and managed effectively
5. Responsibility for catering contract and ensuring an excellent catering service for all core Academy users and hospitality for visitors
6. Overseeing Health & Safety processes and procedures and ensuring systems are in place throughout the school

4. HUMAN RESOURCES

1. Assist the headteacher with evaluation of the school's strategic objectives and obtain information for workforce planning
2. Responsibility for SCR and SCR audit
3. Oversee staff absence processes including maintaining staff absence records and processing insurance claims
4. Responsibility for long term staff absence monitoring and processes
5. Overseeing and monitoring of all other HR process and procedures within the HR department
6. The Monitoring, administration and organisation of staff and curriculum risk assessments

7. Ensure staff contracts are up to date and correct, liaising with the PA to the Headteacher/HR assistant
8. Management of staff OH referrals
9. The Monitoring, administration and organisation of Staff Absence Review (Trigger) meetings as per our Absence/Health & Attendance policy
10. The Monitoring, administration and organisation RTW (return to work) meetings with all staff after periods of absence

5. LEADERSHIP & STRATEGY

1. As part of the Senior Leadership Team and Governing Body, to attend appropriate meetings and represent the support staff community.
2. Negotiate and influence strategic decision making within the Academy's Senior Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the Academy strategic plan
5. To take overall control of the risk management process
6. To lead and manage all non-teaching Academy support staff
7. To develop a strong marketing strategy in line with our Academy brand

6. ORGANISATION CHART

Headteacher

7. JOB CONTEXT

Working in a Special Needs School with children who have special educational needs.

Work will come in consultation with the Deputy Headteacher/Assistant Headteacher or the Headteacher.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

- Strong knowledge of Academy procedures
- Experience of Academy/school finance
- Experience using budgeting software
- Good IT Skills, including spreadsheets, databases, word processing and internet/email
- Has the ability to manage and prioritise workload
- Has the ability to reflect on, and develop own practices
- Experience of report writing
- Experience of line management/managing a team
- Project management

Desirable but not essential -

- professional qualification if a field relating to School/business management
- Financial qualification/s
- Health & Safety legislation
- policy formation, implementation, evaluation and review
- Procurement of contracts management
- knowledge of employment law & contracts
- Performance management systems and procedures

9. ADDITIONAL INFORMATION

Increasing expectation to engage in fuller professional development resulting from appraisal

Increasing expectation to be able to take independent decisions

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.