

## Administration/Operations Manager – Bristol Steiner School, Redland, Bristol

The Bristol Steiner School is a small independent primary school based in Redland. The school has capacity for up to 100 children from 3- 11 years. The Steiner approach addresses the child's intellectual, spiritual, emotional and practical development whilst nourishing their innate curiosity and love of learning through a balance of academic, artistic and practical activities. The school is a registered charity.

We are looking for a School Administration Manager who will be central to the school's leadership team and report directly to the Headteacher.

The core purpose of the role is to ensure that all relevant operational systems, procedures and communications are run efficiently. This includes overseeing the school's regulatory compliance (liaising with government agencies, inspection bodies and the Steiner Fellowship as required), overseeing the school's Finance, HR, H&S and legal requirements (working with external consultants as required) and coordinating the work of the administrative and facilities staff.

### The ideal person will:

- Be able to demonstrate excellent communication and influencing skills
- Be a positive and organised force that relishes a challenge and loves variety.
- Enjoy having accountability and demonstrates a 'can do approach'
- Have strong IT skills
- Be a logical thinker, quick to prioritise and resolve problems
- Be resourceful and capable with great attention to detail
- Be flexible and remain calm under pressure
- Have an affinity with the aims of Steiner education

An enhanced DBS check (with relevant barred list check) will be required

**To apply:** Please complete and submit an application form along with a covering letter, marked for the attention of the Headteacher at [reception@bristolsteinerschool.org](mailto:reception@bristolsteinerschool.org).

If you would like further details or to find out more about us please feel free to arrange to visit the school by telephoning 0117 933 9990

Closing Date for applications: 4pm Wednesday 18<sup>th</sup> July 2018

**Bristol Steiner School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**An enhanced DBS check (with relevant barred list check) will be required.**

# BRISTOL STEINER SCHOOL

## ADMINISTRATION MANAGER/SCHOOL OPERATIONS MANAGER JOB DESCRIPTION

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| <b>Job Title:</b> Administration and Operations Manager<br><b>Work Location:</b> Bristol Steiner School, Redland Hill, Redland, Bristol, BS6 6UX<br><b>Reports To:</b> Head Teacher<br><b>Salary:</b> £27,500 FTE (£22,000 pro-rata) | <b>Leads &amp; Manages:</b><br>Administration Team, Finance Team & Maintenance Team<br><b>Hours</b><br><b>0.8 All year round including 30 days holiday</b> |
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### Purpose & features of the Role

This is a key position in the school; as part of the School Management Team which is responsible for carrying out day to day operational running of the school and kindergarten on behalf of the Trustees; providing day to day operations and administrative support and guidance across the school; ensuring that all regulatory requirements of the school are being met through implementation and upkeep of all key policies and procedures; acting as a key interface for parents and Trustees and responsible for liaising with public and government agencies, inspection bodies and the Steiner Fellowship.

The role deals with highly sensitive issues and requires high level of confidentiality and discretion. The post holder must work to ensure that good communication is maintained with parents and friends of the school. This position has considerable influence in many areas, including the public relations image of the school, is expected to contribute to school events, and marketing activities as required.

### Key Responsibilities

#### Leadership and Management

- Meets regularly with the School Management Team in jointly ensuring the effective day to day operational management of the school and prioritising required actions that need to be undertaken including delegating of these to other staff as required.
- Attends and reports to full meeting of the school's Trustees and agrees any actions arising.
- Maintains effective professional networks with other educational organisations, the Steiner Waldorf Schools Fellowship, other Steiner schools and other school business managers on issues of common interest.
- Takes delegated responsibility for financial and other decisions.
- Leads and manages all school support staff.

#### Administration Management

- Manage the day to day administrative needs of the school, ensuring the completion of all key tasks.
- Ensure that all record keeping is compliant with Data Protection requirements as required and overseen by the schools nominated Data Protection Controller.
- Act as Coordinator of the School's policies and procedures. Those relating to operational matters should be prepared, updated and reviewed as appropriate. Where accountability for a policy lies with another role/group, then the relevant person/group should be notified of a need to review. Submit policy revisions to Trustees as required.
- Maintain awareness of all relevant changes to legislation and advising Trustees and staff of the implications of changes and submit any required changes to policies or procedures.
- Be the primary point of contact for all communications from the Department of Education, Steiner Schools Fellowship and other agencies and stakeholders within statutory guidelines.

# BRISTOL STEINER SCHOOL

- Assist in the preparation for school inspections and support the Headteacher.

## **Finance Management**

- Ensure the School maintains the highest standards of financial control and procedures.
- Contribute to short term and longer term strategic financial planning.
- Ensure that financial reports are filed accurately and on time to the appropriate authorities
- Ensure accurate, detailed and clear financial information is presented at monthly Trustees meetings.
- Ensure an annual budget is prepared accurately, in time for Trustees approval and monitored regularly.
- Ensure end of year information is prepared for auditors to complete accounts
- Management of day to day accounting functions including purchasing, invoice management and expense processing.
- Management of payroll function.

## **HR**

- Ensure the school's equality policy is clearly communicated to all staff.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, induction, performance management, appraisal and development for all support staff.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.

## **Health and Safety**

- Act of Health and Safety officer for the school and maintain the Health & Safety Policy.
- Oversee and carry out when necessary the requirements of the Fire Safety and Evacuation Procedures, including but not limited to weekly checks of fire extinguishers, weekly alarm checks, monthly fire drills, and annual electrical testing
- Ensure that first aid provisions are being met and as required supervise any children taken ill
- Coordinate the requirements to receive and accommodate any overseas students
- H&S inductions for new staff volunteers and teachers.
- Review arrangements and risk assessments for school trips and camps with the relevant responsible teacher.
- Ensure H&S practices, training and administration are maintained and reviewed
- Ensure the maximum level of security consistent with the ethos of the school

*The role is extremely diverse and the incumbent will need to be flexible to take on or contribute additional tasks of projects as required by the Headteacher/or Trustees. This role description does not seek to identify every task and as such may be varied from time to time and with reasonable notice*

# BRISTOL STEINER SCHOOL

## PERSON SPECIFICATION

### Essential Qualifications & Experience

- A minimum of A level qualification or equivalent
- An understanding of how an educational establishment works and its financial procedures and reporting requirements
- Experience in a position of responsibility in education
- Proven ability to initiate, prepare and implement major policies and projects.
- Knowledge of Health and Safety regulations and required standards and how to undertake risk assessments and the circumstances where these are required.
- An Enhanced DBS check will be required.
  
- **Desirable Experience**
- Management/supervisory experience
- Diploma in school Business Management or working towards

### Required competencies

- Leadership, administration, organisational, planning and analytical skills.
- Excellent all round communication and effective interpersonal skills.
- The ability to forge warm, effective collaborative working relationships both internally and externally.
- An understanding of the importance of policies and procedures and the governance requirements of the school as an organisation.
- Ability to prioritise and manage a varied and complex workload and meet deadlines.
- Ability to work under pressure and manage stressful situations calmly.
- An ability to maintain confidentiality of sensitive issues when necessary.
- The ability to take a strategic and long-term view of school development issues
- Good administrative and IT skills including Microsoft Excel and Word skills.
- Ability to devise and introduce new procedures and systems.
  
- Evidence of relevant training in areas such as education business management safeguarding, health & safety, safer recruitment and child safeguarding.
- Knowledge and understanding of the ideas and principles underlying Steiner education.