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| Job Title | Administration Manager |
| Locality | Grade 8 |

## Purpose of Job:

To ensure the smooth running of all Children’s Centre (CC) locality administrative functions including leading on data management system, marketing of services, logistical planning and risk management of premises.

To maintain all financial systems and accounts as well as ensuring all databases are up to date with client and staff information.

To work closely with the Strategic Hub Manager and support their day to day administration needs.

## Key accountabilities

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| 1 | Responsible for the preparation and production of financial information required for preparation of the annual budget, monthly income and expenditure accounts and financial reports and returns. |
| 2 | Responsibility for the preparation of the necessary information required by the payroll provider and liaising with that provider. |
| 3 | Co-ordinate the purchase of goods and supplies, ensuring the locality CC obtains bes possible value for money from suppliers and contractors. |
| 4 | Ensure provision of current data is available for reporting to trustees, local authorities, OFSTED and other legislative bodies, undertaking regular reviews of relevant sections of CSfcc and childcare self-evaluation frameworks to facilitate compliance and knowledge of service use and outcomes. |
| 5 | Acting as Systems Manager for the computer network and being responsible for the security of data and access rights to the system. |
| 6 | Responsible for ensuring service user data and attendance information is input onto relevant systems – for example Synergy, First Steps, Mosaic, CRM, etc., ensuring information is secure, of high quality and provides accurate reports. |
| 7 | Support the locality team with programme calendars – updating in-house systems, notifying local authorities and other locality children’s centres of new activities and termly programmes in liaison with the senior team and administrators. |
| 8 | Provide supervision and appraisal of Administration staff including organisation of training and development opportunities. |
| 9 | Planning work schedules and ensuring all Administration staff are engaged with impending work projects and working efficiently. |
| 10 | Co-ordinate health & safety systems to ensure all requirements are met and high standards maintained across all centres/premises across the locality. |
| 11 | Work alongside senior managers on relevant project groups and representing the locality with outside agencies and internal teams and colleagues as appropriate. |
| 12 | Lead on the marketing and promotion of services, including developing social media and website capability. |

## Key relationships

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| Reports to | Strategic Hub Manager |
| Direct reports | Administration assistants 4+ full/part time posts |
| Indirect reports | Admin volunteers, Work Experience , apprentices |
| Key external stakeholders | LB Southwark, GSTT, local schools, delivery partners |

## Credentials/Capability

(Minimum qualification required/Knowledge/experience required beyond minimum qualification/Other key factors)

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| 1 | Good standard of education to 5 GCSEs (Grade C or above).  **Desired** – a relevant finance and/or administration qualification. |
| 2 | Previous experience of working with a variety of databases and systems. |
|  | Knowledge and experience of all financial and payroll systems and procedures. |
| 3 | Strong computer task experience and knowledge of data entry and report writing. |
| 4 | Experience of supervising and motivating a team, coordinating and delegating work in a similar environment. |
|  | Sound knowledge and understanding of:   * Word, Excel, databases, email and internet * Confidentiality, processing sensitive client information and storage of data * Health and Safety & safeguarding requirements and compliance |

## Illustrative challenges

(Concise examples of the type of problems that the role has to address on a recurring basis – i.e. a normal part of the job, not a one-off or exceptional situation)

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| 1 | Managing a budget ensuring strong monitoring systems are in place so issues are identified early. |
| 2 | Managing an Administration Team working from a variety of venues across the locality. |
| 3 | Busy team and multiple offices with extensive contact with practitioners, partners and families. |
| 4 | Working with staff dealing with high level of case work and data of a complex, sensitive and protective nature. |
| 5 | Producing timely and accurate statistical information and reports for a variety of audiences and a range of projects & services. |
| 6 | Supporting other team members and colleagues to use hardware and software during activities which take place across the locality including group sessions and home visits. |
| 7 | Ability to plan work load to meet deadlines whilst remaining flexible to undertake urgent tasks as required. |

## Decisions made

(Concise examples of the type of decisions that the role has to make. Ensure that these are decisions that are made by this role without having to seek input/approval from the boss)

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| 1 | General liaison with local authority officers, software providers, partners and colleagues on programme changes and/or data requirements |
| 2 | Improvements to data collection systems, reportage and archiving of materials. |

## Dimensions

(Provide financial or operational metrics that explain the scope of the role’s impact within the organisation. For example, budget managed, revenues of clients managed, value of projects worked on, number of different products handled, number of employees managed).

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| 1 | Day to day budget management including procurement, payroll, income and expenditure. |
| 2 | Day-to-day monitoring & management of data for a busy service. |
| 3 | Line management of 4+ administration assistants, working remotely and part-time and full time. |
| 4 | Services covering a wide local authority catchment & variety of projects/activities with corresponding differences in systems and reportage requirements |
| 5 | High level of accurate data requirements to ensure compliance for funding bodies, OFSTED, etc. |

## Approvals

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| Job holder |  | Date |  |
| Manager |  | Date |  |

## General

* To comply with Southwark’s Equal Opportunities policies at all times.
* To comply with Southwark’s Health & Safety policies at all times
* To comply with Southwark’s Safeguarding policies at all times
* To comply with Southwark’s ICT policies and procedures at all times