NSW DEPARTMENT OF EDUCATION

Statement of Duties - School Administrative Manager (SAM)

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary Purpose of the Role
The School Administrative Manager is responsible for the efficient management of school financial and administrative systems, as well as supervision and training of school administration officers. Manages the provision of support for school activities and routines, including student welfare and wellbeing, and works with the school principal, the school executive and teaching staff as required.

Reporting – A School Administrative Manager works under the supervision and direction of the principal or delegate. Leads the school administrative team to ensure the efficient management of school financial and administrative systems.

General Duties – A School Administrative Manager is required to:

- Oversee the operation of the school's office and other administrative activities including the performance of financial and administrative tasks and the operation of computer systems.
- Provide support to the school principal, school executive and other school staff concerning administrative and financial matters, including participating in school financial decision making processes.
- Participate in the development and implementation of school management plans and procedures.
- In accordance with the school budget cycle, maintain relevant school accounts to assist in the monitoring of school expenditure and the formulation of period and year end entries, including expenditure on and processing of casual salaries.
- Use and maintain administrative and financial computer software packages, including desktop publishing, database and/or web software, at an advanced level.
- Update and maintain records and databases, complying with administrative systems and processes, to ensure that all information is accurate, stored correctly and is accessible.
- Prepare correspondence.
- Undertake the provision of first aid and administration of medications for students as required.
- Provide care and support for sick or distressed students.
- Oversee inventories, ordering of supplies and stocktaking.
- Liaise with students, parents, visitors and school staff on school administrative and financial matters.
- Other related duties as directed.

Supervision – A School Administrative Manager manages and supervises school administrative officers by:

- Allocating staff and duties as well as monitoring leave, co-ordinating financial procedures, administration and support for teaching and learning activities.

- Monitoring work output and quality, including the identification of professional development, training and support needs.
- Developing and implementing Performance Development Plans (PDPs) for school administrative officers in consultation with the principal or delegate as necessary.
- Developing and delivering induction programs for new school administrative officers.

Skills/Qualifications – School Administrative Managers need to satisfy the following requirements:

SAM	**Essential**	**Desirable**
Qualifications	Working with Children Check Clearance First Aid Certificate or willingness to undertake First Aid training. Administration of Medications – training to be provided based on student needs.	Certificate IV Business Administration or similar.
Skills/Work Experience	Demonstrated ability to work effectively as part of a team. Capacity to supervise staff. Demonstrated capacity to exercise initiative, organise resources and meet deadlines. Demonstrated ability to undertake financial and accounting responsibilities including use of computerised financial/administrative systems. Effective oral and written communication skills. Demonstrated ability to manage an office. Ability to interact with school staff, students and members of the school community.	Experience working in a school environment. Experience in managing an office or working in an administration area that included financial responsibilities.