



RESCUE RAISE REBUILD

Job description

Job title	Schools Administrator	Department	Education
Job holder		Station	Any of the Children's Villages (and willingness to work in any of the Children's villages)
Job type	Full Time	Line Team Leader	Head of Education Services
Job aim	Directly responsible for the managing the administration and budget monitoring for the Watoto schools in Biira, Suubi and Laminadera		

Duty and standards ;

Duty (1) 40%	<p>Provide support in the Finance, & Procurement roles for the Education department.</p> <ul style="list-style-type: none"> • Monitor and control all the expenditures for the Watoto schools in the village in line with an approved budget. • Participate in the budget planning process and monitoring of the approved budget. • Manage all service related contracts to ensure excellent delivery for the education department. • Regularly update and review the schools financial position and coordinate cash inflows and outflows to ensure adequate liquidity at all times. • Ensure adequate stock of all required office and educational supplies for day to day running and maintain an uptodate inventroy of the same • Institute regular servicing and maintenance of all station technical equipment an sites and arrange repair where necessary.
Standards	<p>Inventory system implemented and maintained up to date</p> <p>Ensure that the education department expenditures are in accordance to the approved budget</p>
Duty (2) 40%	<p>Manage the Education Department day to day Administrative Operations</p> <ul style="list-style-type: none"> • Working with the Head of Education Operations and Education services, provide support in the implementation of clear guidelines & policies on appropriate use of all company assets & properties to ensure no abuse. • Supervise the proper filing and storage of all the education department documents and provide general clerical/administrative support • Providing administrative support for examinations and attendance including monitoring examination timetables and evaluation of student performance • Coordination of all travel and accommodation requirements for staff and students for trips/school events. • Working together with the head teachers of Watoto schools in the village, coordinate co-curricular requirements and activities to ensure effective utilisation of resources • Circulate information about meetings and minute-taking and sharing of minutes and action points after the meeting.
Standards	<p>Ensure that the day today's administrative needs of the department is timely met and proper storage and retrival of required documents.</p>
Dutry(3) 20%	<p>Coordination and management of support staff in the education department.</p> <ul style="list-style-type: none"> • Coordinate the all staff leave schedules to ensure business continuity and provide support in the exit process of staff • Spearhead the organisation of all staff meetings, retreats, workshops and help in planning for the teacher's free week • Follow through on staff compliance to the existing policies and standard operating procedures. • Coordinate and monitor supporting staff attendance, their performance and adherence to the existing policies. • Coordinate in the recruitment, induction and orientation of new staff in the education department and provide support on working tools to enable them smoothly to settle into their new roles.
Standards	<ul style="list-style-type: none"> • Timely inducation, orientation and appraisal of staff and effective line management of the non-teaching staff.

Behavioural Competencies essential for the job:

	Criteria: behavioural competencies (assign levels), skills, knowledge experience, and specialist qualifications. This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D).	Selection. How criterion will be measured
	Behaviours		
1	<p>Team working (L3) Builds the Team</p> <p>Proactively shares information and learning. Addresses conflicts or issues within the team in a positive and open manner. Provides clear feedback to team members. Uses understanding of different interests and agendas to achieve positive outcomes. Gives others opportunities to practise new skills and capabilities, and provides or arranges coaching. Works to provide supportive environment by securing necessary resources and removing blocks to effective working. Encourages work-life balance amongst team to maintain healthy workforce and promote long term effectiveness</p>	E	Application, Interview
2	<p>Flexibility</p> <p>Identifies a practical approach in order to get the job done quickly and effectively. Uses an awareness of the bigger picture along with common sense to interpret and implement policy. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others.</p>	E	Application, Interview
3	<p>Customer Service Orientation: Addresses Underlying Needs</p> <p>Takes time to question and understand the real, underlying needs of customers, beyond those initially expressed. Establishes systems to collect customer feedback. Makes decisions with the customer in mind. Takes pride in delivering a high quality product or service. Investigates service delivery and provides solutions to problems.</p>	E	Application, Interview
4	<p>Flexibility</p> <p>Identifies a practical approach in order to get the job done quickly and effectively. Uses an awareness of the bigger picture along with common sense to interpret and implement policy. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others</p>		
	Technical skills, knowledge and experience		

	<ul style="list-style-type: none"> • Bachelor’s Degree in Administration, Social Sciences or a related degree. • At least 3 years working experience within the education sector in teaching and administration. • Computer literacy • Ability to establish and maintain relationship with key stakeholders. • A team player, results oriented, self - motivated, able to work with minimum supervision • Excellent Oral and Written communication skills 	E	Application, Interview
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Authorisation

Immediate Supervisor	
Post / title	
Signature	Date:
Team Leader -	Date:
Employees Declaration I have received, read, and understood my job description and will perform to the best of my ability.	
Signature	Date: