



Job Description: Deputy Principal (Administration)

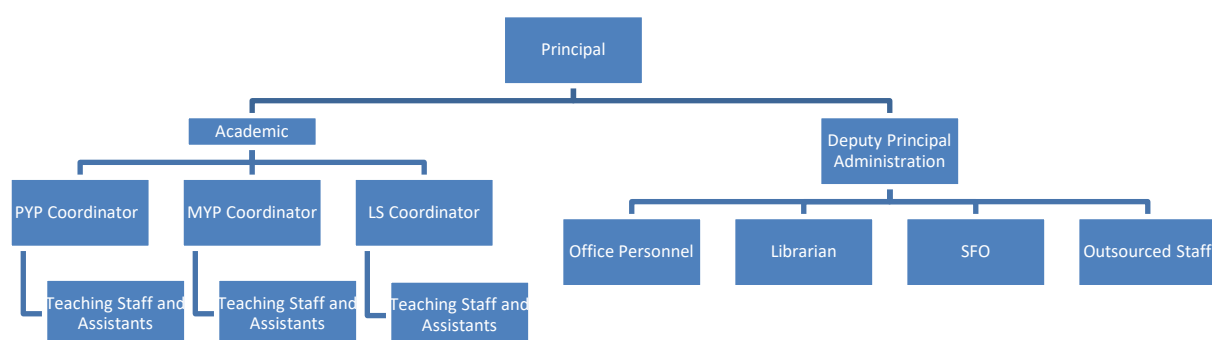
Overview

Post	Deputy Principal Administration (DPA)
Reports to	Principal
Supervises	All administration staff, librarian, webmaster and building maintenance providers
Responsibility	Financial, buildings, business and human resource management
Revision date	Jan 2022

Purpose of post: The Deputy Principal Administration (DPA) is a member of the School Leadership Team (LT) and plays a significant role in strategic planning and the daily running of the School. The DPA will have delegated authority for the administrative, financial and business running of the school. The DPA will support the Principal in upholding the School's Philosophy, model the Learner Profile, and help to ensure the smooth operation of the School.

Position in the school management

The position will be part of the Leadership Team of the school and will be subject to its own negotiated pay scale.



Characteristics of the post holder

- Committed to the core goal and mission of the school and the provision of the highest educational standards
- Well-qualified, with administration and accountancy qualifications
- Relevant, varied and successful experience at a senior level
- Successful experience at managing staff and resources in similar organisations
- Excellent team skills
- Relevant experience in schools
- Experience of successful leadership and management of administration departments
- Excellent interpersonal and communication skills
- Well organised
- Willing to be involved in the extra-curricular life of the school
- Planning and management of appropriate financial resources
- Ability to plan over a prolonged period, while paying attention to detail
- Ability to exercise initiative, accept responsibility and accountability
- Knowledge of Norwegian and local legislation and systems affecting the school
- Knowledge and understanding of the Norwegian legal and financial systems
- Knowledge and understanding of issues related to international education
- Knowledge of building planning and design

Responsibilities

1. Administrative Functions

- Act as Principal in his or her short-term absence
- Line management of administration staff and school librarian
- Development and implementation of administration systems and routines to ensure the smooth running and effectiveness of the administration department
- Support Principal and line managers in relation to laws and procedures around sick leave
- Management and upkeep of personnel records
- Language support for Leadership team with regards to confidential and official matters

- Liaising with Norwegian authorities and organizations in relation to the areas of responsibility mentioned in this document
- Responsible for ensuring information requested by Norwegian authorities is reported within deadline, i.e. GSI, Student count, Student prognosis, applications for, and reporting on, funding for further and higher education, and kommune student count
- Attend board meetings as clerk to the board
- Support the Principal in the creation and updating of school-wide policies and handbooks
- Have overall responsibility for a local, systematic storage system for student reports and grades
- Management and upkeep of the admissions process

2. Buildings and Maintenance Management

- Line management of cleaning and maintenance staff
- Set up and maintain routines to ensure the effective maintenance of all buildings and furnishings
- Set up and maintain routines for security of School buildings and grounds
- Work alongside the Principal and DPC to ensure that the school has a high standard of buildings and premises suitable for education in the 21st century and to meet the needs of any future school growth

3. Financial management

- Financial control of the school including accounting, budgeting, financial reporting and control, banking functions, billing, and staff payroll
- Procurement including the placement of orders, ensuring effective delivery of materials to staff, ensuring 'value for money' considerations in all purchases, and ensuring all supplier agreements obtain value for money by considering a minimum of three quotes
- Responsible for the management of staff pensions
- Responsible for the all insurances

4. Legal

- Implementing and updating a system (forsvarlig system/internkontroll) to ensure that the school follows all relevant laws and legislation
- Passing on relevant legal information and changes in the law to the Principal, Board and other staff as relevant

- Ensure School documents, including employment contracts, adhere to the requirements of Norwegian law and write employment contracts with the Principal
- Act as the School's representative in connection with the School's Employers' Union (currently Abelia), Forum For Friskoler (organisation representing the collective interests of international schools in Norway) and local educational organisations.

5. ICT

- Contact person for the School's ICT Infrastructure provider
- Ordering of hardware
- Ordering of software for inclusion on the School's Virtual Desktop System
- Ensure that new staff have received an induction into ICT provision and use at IST, including the allocation of a school laptop and email address
- Ensure that there are sufficient routines for the care, maintenance, safety and security of the School's ICT equipment
- Assist Staff with ICT technical issues when possible or organise external support regarding this

6. Health, safety and environment for Staff (HSE)

- Creating, implementing and updating a system to ensure that the school follows all relevant laws and legislation concerning HSE for Staff
- Passing on relevant legal information and changes in the law in relation to Staff HSE to the Principal, Board and other staff as relevant
- Collaboration with the School's Safety Delegate (verneombud)
- Contact person for the School's Occupational Health Service (bedriftshelsetjeneste), including the development of an annual action plan

Further

- To carry out any reasonable task which may be required from time to time by the Principal
- The duties outlined in this job description may be modified by the Principal, with mutual agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title