

# Ivy Education Trust



Application Pack and Job Description  
Dawlish College  
Business Support Assistant  
(Enhanced Cover, Human Resources and Finance)



**Dawlish College**  
**Business Support Assistant**  
**(Enhanced Cover, Human Resources and Finance)**  
**20-35 hours per week; 38 weeks per year**  
**(The actual weekly hours can be confirmed at interview)**  
**Flexible working pattern available**

At Dawlish College, our mission is to eradicate educational disadvantage in Dawlish by making the best education available to every child in our community.

**We work towards this mission by living out our three values – *We Work Hard, We Work Together* and *We Make Things Better* – every single day. This includes starting each day with a Warm Welcome for every pupil and fostering a strong community spirit among our staff.**

Ivy Education Trust is seeking to appoint an outstanding individual with drive, passion, enthusiasm and ambition to join Dawlish College in the next stage of its development. You will work alongside the Business Support Manager in ensuring the smooth and cost-efficient running of the organisation, providing the infrastructure and backdrop for teachers to deliver outstanding and interactive lessons leading to high levels of student progress.

You will be responsible for ensuring adequate cover is in place for both planned and unplanned absences (arranging cover on a daily basis) along with human resources and finance functions to ensure the efficient operation of the business of the school as a whole. **N.B. Organising cover for unplanned absences entails an earlier start to the working day (e.g. 6.45am – 7.00am); this gives an opportunity for flexible working patterns and earlier finishes to the working day as well.**

Somebody with a high level of personal initiative and someone who works well in a team is required.

Please see the below Job Description for further details about these positions

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning

community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk).

Completed application forms should be sent to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk) before the closing date stated below. We reserve the right to interview before the closing date, so please get your application in early.

Closing date for applications is Monday 8<sup>th</sup> July at 9:00am, Interviews will be held on Thursday 11<sup>th</sup> July

# Job Description

<b>Post Title:</b>	Business Support Assistant (Enhanced Cover, Human Resources and Finance)
<b>School:</b>	Dawlish College
<b>Working Hours:</b>	20-35 hours per week, 38 weeks per year. Typical working hours for a full-time position will be 7am to 3pm Monday to Friday.
<b>Salary Grade:</b>	Scale 4, Point 8-12 (Full Time Equivalent £24,702 - £26,421 p.a pro rata)
<b>Contract Type:</b>	Permanent – Required from 1st September
<b>Responsible to:</b>	Business Support Manager and Senior Leadership Team

## **Job Purpose:**

Working alongside the Business Support Manager and other members of the Business Support Team, you will be responsible to ensure adequate cover is in place for 'planned and unplanned' absences (arranging cover on a daily basis), Human Resources and finance functions to ensure the efficient operation of the business of the school as a whole.

You will take a lead role in arranging cover and ensuring 'best value' and compliance with external agencies when sourcing cover, to ensure that lessons are covered to enable students to learn in the absence of their teacher. In addition to this core role, there will be a requirement to complete further administrative tasks: to provide the college with an HR & Finance function to ensure a high standard of HR & Finance administration (in compliance with the Trust HR& Finance policies and procedures).

## **Main Duties & responsibilities**

- Enhanced Cover Administrator Duties:
- Arrange daily cover for classes, tutorial and room changes and communicate as required
- Work with line manager to support recruitment for supply
- Co-ordinate cover staff to ensure that they are adequately briefed and supported for their daily role.
- Act as a communication hub for teaching staff in emergency situations
- Utilise team working to their strengths and skills set to ensure high quality provision for students
- To ensure that all necessary employment requirements are in place before supply staff work with students, with particular reference to Safeguarding (DBS)
- The preparation, publishing and display of timetable and room changes for all special events
- Prepare cover data as required for SLT
- Liaise with and support the relevant Assistant Headteacher/Senior Leaders to ensure quality cover work and staffing for prolonged absences
- Ensure that all planned absences requested by staff are accompanied by relevant authorisation and that the absence has been granted
- Ensure that any applications for off-site educational visits comply with cover requirements and that the requisite paperwork has been completed and submitted
- Liaise with relevant staff in order to plan, prep and publish rooming and staffing for all internal examinations and special events
- Develop strategies to enable and deliver a more effective dedicated cover system
- Enter teachers' absences on ARBOR to generate cover requirements and notification of cover needs to staff
- Maintain accurate records of all cover allocations/periods covered by teaching staff to ensure equitable distribution

- Where applicable use cover staff for support in faculties and keep a record of where support has been allocated
- Ensure cover hours from supervisors and teaching staff are maximised
- Maintain accurate records of all cover allocations/periods covered in order to build cover requirement projections/forecasts
- Ensure accurate records are kept to track department expenditure

### **Human Resources**

- Liaise with the Headteacher and Ivy Education Trust People Manager regarding all human resources matters
- To maintain confidential staff records and ensure that staff records held in the college by others are kept confidential
- To maintain the appropriate information system for the college's Single Central Record
- To manage manual and computerised record/information system
- To complete college workforce census in timely manner as required
- Process and record all aspects of staff absences -sending of self-certificates to staff who have been off, recording staff absences on our staff absence sheets and iTrent, keeping the headteacher up to date, recording all supply cover, initiate Absent Review meetings and following up any action points, including risk assessment, referral to occupational health
- Initial point of contact for all personnel and payroll queries from staff
- Process all claims for staff on iTrent and checking of reports
- Manage communications received
- Manage staff mutual claims
- To assist with the administration for recruitment as required
- To deliver induction and lead onboarding of new staff
- To arrange exit interviews

### **Finance**

- Administration and monitoring of financial systems
- To administer accounting functions, including the accuracy of data recorded, ensuring efficient operation according to agreed procedures.
- To administer accounting processes and resolve any problems, including administering cash receipts and purchases made with credit cards.
- To ensure compliance with financial management standards, Trust Financial Policy and Procedures and the ESFA financial manuals.
- To ensure that all records are maintained accurately and confidentially, in line with the appropriate requirements.

### **Purchase Ordering**

- To ensure 'best value' in the procurement of goods and services.
- To act as the initial point of contact for budget holders when making a purchase requisition.
- To process orders with suppliers.
- To resolve purchasing payment queries and disputes.
- To ensure all purchase orders and invoices are authorised prior to posting.

### **Other Duties**

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

#### **Annual Leave**

Annual leave will be taken during college holidays.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

# Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English or willing to work towards	√		Application Form
Relevant qualification or training in HR, finance and/or accounting		√	Application Form
Educated to A Level or above		√	Application Form
<b>Experience:</b>			
Proven successful track record in administration, finance and/or accounting	√		Application Form; Interview
Proficient in a range of ICT packages, including Microsoft Office	√		Application Form; Interview
Working knowledge of SIMS		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Customer focused environment	√		Application Form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview

Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

**Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.**