



Wyedean

School and Sixth Form Centre

Aspire together, achieve together
adfecere pariter, perfecere pariter

Executive Services Manager

- Reporting to:** Vice Principal – Finance & Business
- Responsible for:** Front Office Team, Minibus Drivers, and Cover Staff
- Grade:** SCP 22-30
- Salary:** £31,364-£38,223 per annum
- Hours of work:** Monday to Friday, between the hours of 6:45am-4pm, early starts essential for cover management. Condensed hours, the majority worked during term time but will include some school holiday work.

Disclosure Level: Enhanced DBS – Disclosure Barring Service

Purpose:

Manage the timely and smooth operation of cover staff, so that the needs of the school are met in the face of staff absence. Required to line manage the Office and Front of House admin and cover staff. Is responsible for the provision of minibuses, school transport and drivers, coordinating, arranging, and negotiating large contracts, coordinating and responsible for school trips and visits. To provide a high quality organisational and effective and efficient administrative support service to the Leadership Team and wider school.

Principal Accountabilities:

- Direct line management of Main Office staff, and Mini-bus drivers and day-to-day line management of any cover staff internally employed or externally contracted.
- Effectively organising cover for absent teaching staff.
- Ensuring strategic management of the cover budget.
- Managing planned absences in line with school policy.
- Lead on parental communication
- Approving salary payments for supply staff and timesheets for other staff.
- Arrange timetables for exam rooms
- Assist in the school calendar entries and manage conflicts in events
- Coordinates student photos, sales, and sync with the MIS
- Provide LT with reports on long-term cover and raise awareness of concerns of busy cover days for forward planning.
- To keep accurate records of the deployment of the cover team and report to LT.

- Ensure systems and people are kept abreast of all daily changes.
- Coordinate, produce and delegate cover work
- Ensuring the quality of office staff interactions with members of the public.
- Co-ordinating office cover as required, in particular during the summer period.
- Ensuring availability for the collection of results of A/AS and GCSE levels in conjunction with the Examination Officer and ensuring an appropriate level of cover is available from support staff.
- In Charge of school transport on behalf of the Vice Principal: Pastoral including negotiating yearly contracts. Problem solving and organising on a daily basis.
- Managing the school vehicles
- Arrange whole school training event e.g. first aid
- Co-ordination of Trips and Visits, including agreeing trip dates, risk assessments, staffing etc. in accordance with SHE Unit training
- Co-ordinating Parent and Open Evenings and attending Year 7 and Sixth Form Open evenings as required.
- Responsibility for annual review and appraisals of all Main Office staff
- Ensuring that the ordering of school office stationery stocks for the main office is kept within the budget
- Responsibility to the Vice Principal: Finance and Business will be required to support the Leadership team with administrative tasks.
- Carrying out and organising administrative duties as required including whole school communications to external stakeholders.
- Assist with recruitment and selection and interviews when appropriate.
- Recruitment and retention of drivers
- Any other duties commensurate with the skills and experience the post holder is expected to have and commensurate with the grade, which from time to time may be allocated by the Vice Principal: Finance and Business

The job holder will also be required to carry out other duties such as photocopying and general administrative duties as and when required.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act. You will be expected to work in any part of the support staff faculty.

This Job Definition is effective immediately and replaces all previous versions. The contents and allocation of particular responsibilities may be amended after consultation from time to time. The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There may be some requirement for duties to be undertaken outside of the normal working day or at weekends.

Personal Specification

	Essential	Desirable
Qualifications (academic and vocational)	<p>Good standard of education i.e. GCSE English and Mathematics or equivalent</p> <p>NVQ 2 or equivalent in Business Administration (or similar) or substantial experience.</p>	<p>Minimum Level 2 recognised qualification in IT or equivalent.</p> <p>Customer service qualification.</p>
Experience	<p>Previous experience in a PA role or equivalent.</p> <p>Dealing effectively with people at all levels.</p> <p>Experience of devising/maintaining office systems.</p>	<p>SIMS experience</p> <p>Previous experience of working within the education sector.</p> <p>Successful experience of project and/or event management.</p> <p>Organisational awareness and strategic thinking. Evidence of continuing professional development</p>
Knowledge and skills	<p>IT literate e.g. able to effectively use Microsoft Office packages including Word, PowerPoint, Excel, and Outlook.</p> <p>General administrative skills such as photocopying, typing, filing, and record keeping.</p> <p>Minute taking skills.</p> <p>Able to maintain strict confidentiality in support of the leadership of the School.</p> <p>Excellent written and verbal communication skills.</p> <p>The ability to work effectively as part of a team, supporting others as required.</p> <p>Good grasp of grammar and spelling.</p>	<p>Ability to use functional ICT, Screeners assessment packages and analyse data patterns.</p>

	Essential	Desirable
Personal Characteristics	<p>Friendly, professional, welcoming, and helpful.</p> <p>Problem solving / solutions focused.</p> <p>Ability to work on own initiative.</p> <p>Excellent organisational skills and the ability to meet deadlines, prioritise effectively and independently.</p> <p>Remain calm under pressure.</p> <p>The ability to develop positive working relationships with individuals at all levels.</p> <p>A flexible and adaptable approach to work.</p> <p>A commitment to the mission of the school.</p> <p>Punctual, trustworthy, and reliable.</p> <p>Contribute to the success of the school.</p> <p>Good sense of humour.</p> <p>Tactful, diplomatic, and discreet.</p> <p>Appropriate professional appearance.</p>	<p>Sense of humour</p> <p>An approach to lend a hand and a willingness to go the extra mile</p>
Safeguarding	<p>Ability to safeguard and promote the welfare of student</p> <p>Appreciation of the significance of safeguarding</p> <p>Ability to contribute to a safe environment</p> <p>Awareness of child protection issues</p>	<p>Good understanding of the safeguarding agenda as it relates to schools</p>

	Essential	Desirable
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with student, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role