LIGHTHOUSE
SCHOOLS PARTNERSHIP

Head of Administration

Application Pack

March 2023

Welcome from the Chief Executive, Gary Lewis

Dear Applicant,

Thank you for your interest in the role of Head of Administration This is a pivotal role for us and the person appointed will play an key part in the effective operation of the Trust and the Central Team.

Since LSP was started in 2016 we have experienced rapid growth. In February 2023 we number 29 schools with a further Secondary School scheduled to join us in April. By then we will have more than 12,000 pupils in our schools and more than 1,600 employees. The Trust is scaling up our services in step with our numeric growth. The appointment of this post is part of that rescaling.

The post will report to our Chief Financial and Operating Officer and be an integral part of our Central Team. We are looking for someone who can work well as part of that team as well as being an innovative 'self-starter'. We set and expect high standards in all that we do.

We need someone with the enthusiasm, drive, skills and experience to carry out this role. We also need someone with excellent interpersonal skills and a pro-active and 'get involved' attitude .

I hope that you are interested and decide to apply. In the pack you will find the advertisement, a job description and person specification. If you wish to discuss the role informally prior to making an application, please contact our Chief Financial and Operating Officer, Louise Malik (lmalik@lsp.org.uk).

Applications should be submitted via our online eRecruitment system here: Search results (webitrent.com)

Applications should be received by 12 noon on Monday 20th March.

Interview are planned for Monday 27th March.

Yours sincerely,

Gary Lewis

Gary Lewis, Chief Executive

Job Advert

Job Title:

Head of Administration

Contract:

Permanent, full-time, Term Time Only + INSET + 20 days

Salary: JM2 £38,296 - £42,503 pro rata per annum pending pay award in April 2023 (Actual £36,428 - £40,430 pa)

Lighthouse Schools Partnership is a Multi-Academy Trust. There are currently 29 schools in the Trust with another joining in April 2023.

The Trust is cross-phase and includes Infant, Junior, Primary and Secondary schools. Lighthouse Schools Partnership is a mixed MAT and includes both non-denominational and Church of England schools.

We are seeking to appoint to the newly created role of Head of Administration. This role has been created to reflect the increased scale of the Trust's operation and to ensure the operation efficiency of the Trust's Central Team and central services. The role will lead a newly formed Administration Team.

The role will be responsible for managing and delivering organisational and administrative support. It provides an exciting opportunity for the right candidate to grow, shape and develop the services we provide. The Administration Team will, in many cases be the first point of contact with the Trust and can have a huge impact on the reputation and quality of the services we provide.

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Closing Date:

Noon Monday 20th March 2023

Interview Dates:

27th March 2023

Address:

Lighthouse Schools Partnership, St Marys Road, Portishead, Bristol ,BS20 7QR

Tel:

01275 841396

Email:

hr@lsp.org.uk

Web:

www.lsp.org.uk

To be considered for this role you should have:

- Level 4 NVQ in administration or the equivalent in experience
- Experience of managing staff
- Experience of managing administrative functions including dealing with public enquiries and complaints
- Excellent organisation and interpersonal skills
- Ability to analyse data to produce a range of reports
- Ability to deal with difficult situations and resolve conflict.
- Resilience, enthusiasm, energy and vigour
- Ability to seek out, manage and influence opportunities for continuous improvement and change
- Ability to maintain a positive and professional demeanour.
- A commitment to an excellent standard of customer service.
- Ability to think creatively and imaginatively to solve problems and identify opportunities.

For an informal discussion, please contact Louise Malik (Chief Financial and Operating Officer) on 01275 841396.

The Lighthouse Schools Partnership offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme, electric car scheme and on-site parking. Please visit https://lsp.rewardgateway.co.uk to view employee benefits.

How to apply:

Applications should be submitted via our online eRecruitment system here:

Search results (webitrent.com)

Applications should address the person specification and set out how you would make a positive difference in this Trust

Lighthouse Schools Partnership trust supports Equal Opportunities Employment.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced DBS checks are required for all successful applicants.

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Job Description

Job Title:

Head of Administration

Location:

Any Lighthouse Schools Partnership location with office base at Gordano School in Portishead

Salary Range:

Salary: JM2 £38,296 - £42,503 pro rata per annum pending pay award in April 2023 (Actual £36,428 - £40,430 pa)

Reports to:

Chief Financial and Operating Officer

Job purpose: Under the overall direction of the Chief Financial and Operating Officer, and the wider Executive Team, to manage and deliver organisational and administrative support, ensuring the efficient operation of the Trust and the Central Team.

As a part of the Lighthouse Schools Partnership (LSP) Central Team to contribute to the development of strategic plans and work proactively towards the aims of the Trust.

Main Responsibilities and Duties

- Manage the administrative and office functions of the LSP central team to ensure that they are efficient, effective, responsive and provide a positive working environment for colleagues,
- Manage the governance and administrative functions of the Trust ensuring efficient operations and compliance with all appropriate regulatory frameworks,
- Manage the compliance functions of the Trust such as data protection, risk management and business continuity,
- Manage the Trust's public relations, communications, consultation and marketing functions,
- Raise the profile and promote the aims and achievements of the Trust and its schools in the wider community,
- Create and drive commercial opportunities to the Academy by use of clear marketing strategies
- Manage and administer the Trust's complaints function,
- Manage and administer the Trust's admissions arrangements, providing advice and support and ensuring that the appropriate processes are undertaken within agreed timescales,
- Collect information, analyse data, compile and collate papers, information and statistics for meetings and reports,
- Produce, maintain and update the Trust's annual planner,
- Produce, maintain and update the Trust's policy review schedule, administering the process of policy reviews to ensure the changes in policies are consulted on, agreed and published as appropriate. This includes ensuring that statutory policies and other statutory documents such as the scheme of delegation and register of interests are published in line with statutory requirements,
- Manage the processes to monitor and record business & pecuniary interests, related party declarations and declarations of gifts, publishing the required information on the Trust's website in line with requirements,

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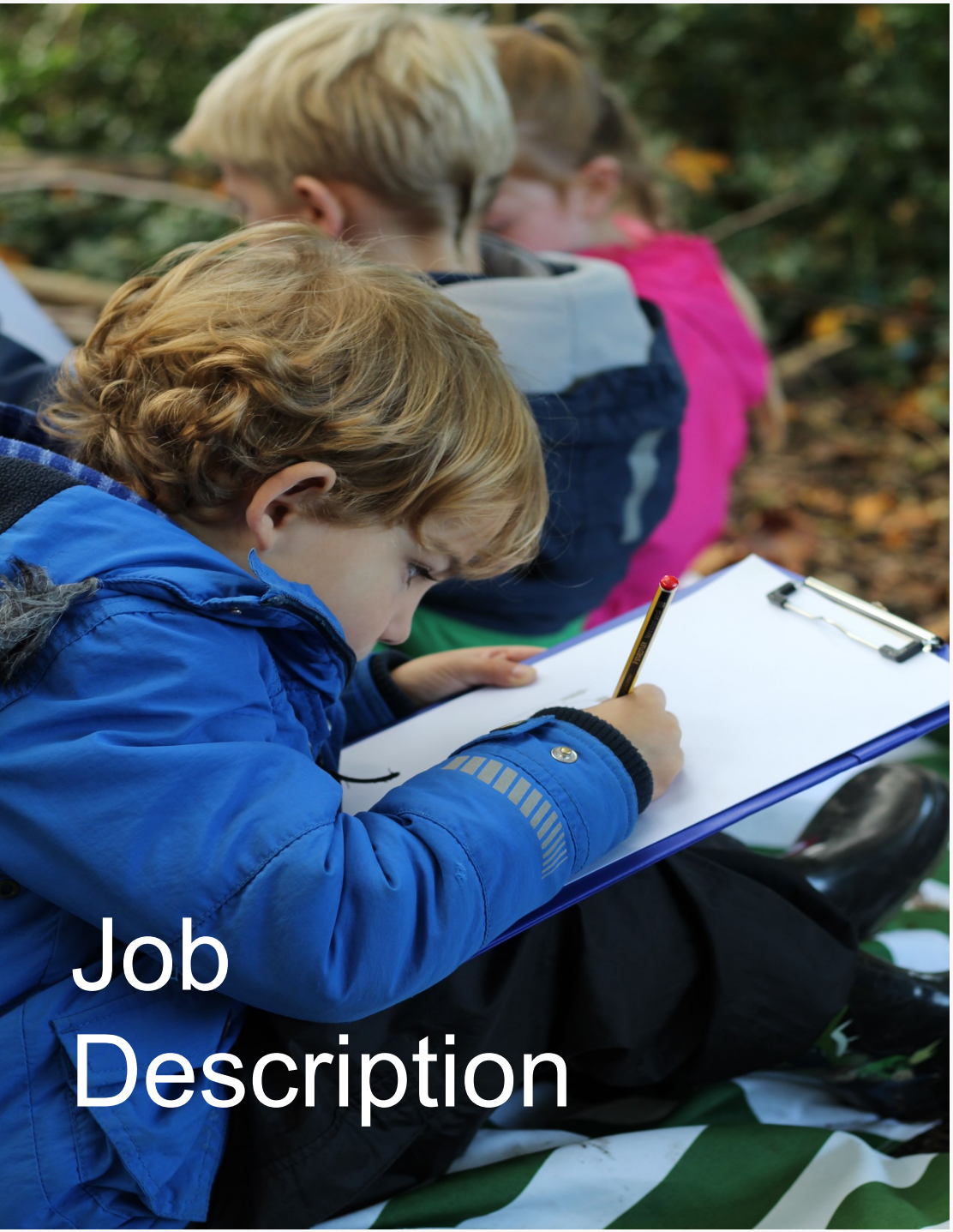

Job Description

Main Responsibilities and Duties cont..

- Develop and maintain protocols for electronic and paper based records and documentation,
- Provide coordination and support for Careers activities across the Trust,
- Administer the Trust's Business Partnership Scheme,
- Organise events for the Central Team and the Trust such as conferences and high profile visits,
- Monitor and evaluate the working practices of the team to ensure that systems serve the needs of the schools, external partners and members of the team and recommend improvements where this is not the case,
- Develop excellent working relationships with all internal and external stakeholders to contribute to the overall aims of the Trust.
- Be an active and effective contributor to the Lighthouse Schools Partnership
- Undertake tasks, projects and initiatives as directed by the Chief Financial Operating Officer and other members of the Executive Team in order to support the work of the Central Team

Supervision and Management
The post holder is managed by the Chief Financial Operating Officer.

The post holder will directly manage the staff in the central admin team and, indirectly, the Clerks to Local Governing Bodies. The post holder will ensure staff are provided with the necessary development to maintain and improve their specialist skills and knowledge, and to ensure that reports collectively have the capacity and capability to succeed.

Day to day setting of priorities is the post holders' responsibility.

Problem Solving and Creativity
The post holder will be required to provide support and challenge on a range of operational issues and to find solutions to complex, technical and sometimes controversial matters requiring innovative and creative solutions.
The post holder will work with changing and challenging deadlines and will need to prioritise their workload and that of their reports.

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Job Description

Key Contacts and Relationships

Daily contact with the Chief Financial and Operating Officer and other members of the Central Team, Headteacher, School Business Managers and other staff at the school(s).

Regular contact with Trustees, Members, Chairs of LGBs, and other colleagues across the Trust, external contractors/suppliers providing goods or services and other external organisations.

Will work collaboratively and contribute to a culture of co-operation, flexibility and adaptability within the Central Team and across The Trust.

Decision Making

How to deploy their time, and that of their reports, to deliver an agreed programme of work.

The design and implementation of new administrative arrangements,

Work within the scheduled timeframes.

Resources:

General office equipment.

Work Demands

This role will be subject to deadlines which involve changing of demands and circumstances.

Working Environment:

Office environment at any Lighthouse Schools Partnership location.

Special Notes or Conditions:

The postholder will be expected to:

- undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- maintain an appropriate level of confidentiality at all times,
- have flexibility in undertaking this role.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement

Person Specification

Category	Essential	Desirable
Qualifications and experience	• 5 GCSEs including maths and English Language • Level 4 NVQ in administration or the equivalent in experience • Experience of managing staff • Experience of managing administrative functions including dealing with public enquiries and complaints • Experience in ensuring office systems and procedures are efficient and effective. • Demonstration of commitment to ongoing professional development • Experience in maintaining confidentiality	• Educated to degree level. • Experience of working in the Education sector • Recent experience in a similar role • Organising events
Knowledge	• GDPR and information security	• Knowledge of school or Trust governance • Knowledge of keeping children safe in Education. • School Admissions arrangements • Use of SIMS • Use of data presentation tools such as Power BI
Skills and abilities	• Proficient in the use of a range of computer applications such as the Microsoft office suite and SharePoint • Excellent organisation skills, to be able to prioritise work and meet deadlines and manage expectations of key stakeholders. • Ability to negotiate and influence at all levels. • Ability to develop efficient record keeping systems	

Person Specification

Category	Essential	Desirable
Skills and abilities	• Excellent interpersonal skills, able to communicate effectively with a range of audiences including staff, parents, governors and members of the public. • Ability to analyse data to produce a range of reports and provide information in a constructive and understandable format. • Ability to deal with difficult situations and resolve conflict. • Resilience, enthusiasm, energy and vigour. • Flexibility and adaptability in changing situations. • Demonstrate reliability, resilience, integrity and commitment. • Ability to work under pressure and to meet deadlines. • Ability to seek out, manage and influence opportunities for continuous improvement and change. • Ability to maintain a positive and professional demeanour. • A commitment to an excellent standard of customer service. • Think creatively and imaginatively to solve problems and identify opportunities. • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and discretion in dealing with confidential issues	
Work-related Personal Requirements	• Ability to work in busy office environment with frequent interruptions. • Ability to work effectively from other appropriate locations (such as home) • Take responsibility for own professional development and attend training courses as required to perform duties. • Demonstrate a commitment to the Trust's vision, aims and ethos, its community and the school improvement agenda.	

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