



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham

**Salary:** Redhill Academy Trust Pay Scale, Band 14, Scale Points 66 - 70

**Hours of work:** 37 hours per week, all year round

**Responsible to:** Headteacher

**Post objective:** To support the raising of standards of student achievement through the provision and line management of efficient and effective business and support services. To take the delegated responsibility for:

- Leadership, management and development of all support staff, providing administrative and technical support to teaching staff. The post holder will ensure that all support staff understand their key roles in supporting the primary purpose of the school to raise student achievement and to provide quality teaching and learning.
- Liaising with the Trust HR department
- Liaising with the Trust Payroll department
- Regular liaison and monitoring of the facilities management managed service (OCS) on behalf of the school.
- Acquiring new external funding streams for the school and associated bid writing and management.
- Accountability for site Health and Safety compliance.

Main Duties and Responsibilities:

Strategic

- Meet senior leadership team members for strategic planning of support functions.
- Disseminate and explain key strategic decisions to staff, according to agreed leadership timetables where applicable, and being aware of the need for confidentiality on some issues.
- Represent the Headteacher at such meetings as requested.
- Take part in staff meetings, training sessions, governor meetings and working parties of the school.
- Be involved in such staff appointments as the Head Teacher may determine.
- Embed performance management to all support staff and observe and monitor support staff performance both formally and informally.

## Administration

- Line Manage all administration staff, including data and examinations staff, main office, reprographics and pastoral administration
  - Ensure necessary training of staff to enable them to perform their roles
  - Ensure necessary admin systems and technology in place to enable staff to perform their roles.
- Finance
- Budget forecasting and setting in conjunction with the Trust Analysis & Planning Manager.
  - Managing allocated financial budgets.
  - Ensure insurance arrangements are adequate and in place.
  - Work closely with the Finance Manager on budget monitoring and cash flow monitoring
  - Work closely with the Trust Analysis & Planning Manager on recommendations for purchasing outsourced service
  - Work with the Trust Analysis & Planning Manager to prepare the annual budget plan and make recommendations on annual priorities to leadership team and governors.
    - Update budget plans in the light of spending/ staffing decisions
  - Liaise with the Trust Analysis & Planning Manager to monitor budget spending and administration of School fund.
  - Carry out medium and long term budget modelling with the Trust Analysis & Planning Manager. to anticipate future trends and priorities for development.
  - Liaise with auditors and facilitate all audit arrangements. Ensure recommendations are implemented and that financial and management systems comply with DfE demands.
  - In the light of best value principles, make recommendations on the purchasing of outsourced services. • Make recommendations on priorities for allocating capital funding.
  - Seek opportunities to bid for additional funding opportunities, liaising with relevant organisations as necessary.

## HR

- Ensure compliance with legislation and regulations in relation to HR and implement necessary changes.
- Oversee the whole school recruitment process ensuring compliance with Safer Recruitment and a professional image.
- Complete and submit monthly payroll return (including additional hours, expenses, staff absence, starters, leavers, contractual changes etc.)
- Take an overview of the teacher recruitment process in conjunction with the Head Teacher.
- In liaison with Trust HR, take responsibility for delivering support staff recruitment
- Participation in interview panels as a Safer Recruitment trained manager.
- Take overall responsibility of the accuracy of the School SCR, liaising with Trust HR in highlighting issues

- Take overall ownership for the governor\visitors\casual SCR
- Share SCR with safeguarding governor at least three times per year
- Take part in regular audit of SCR against staff files
- Utilising SAMPeople, manage the Staff Attendance processes within the academy, including arranging welfare meetings, making Occupational Health Referrals, arranging Sickness "trigger" meetings and taking part in meetings as appropriate.
- Support the Head Teacher in the co-ordination of performance management review programmes and records for all staff, attending to resultant changes to job descriptions and training records.
- Monitor and advise upon threshold/UPS applications and possible applications by staff.
- Monitor and advise with regard to staff probationary periods, issue relevant paperwork and conduct probationary period reviews for admin. staff.
- Liaise with Trust HR on new appointments and provide support as necessary with Safer Recruitment Checks.
- Take Ownership of Safeguarding Training Records, ensuring all staff members are recorded as being trained annually
- Advise on maternity/paternity leave and preparation of relevant paperwork.
- Provide manpower reports in relation to recruitment/turnover, absences, training and other statistical information as appropriate.
- Arrange CPD for support staff as required.
- Organise and deliver where appropriate Performance Management of support staff
- Liaise with Trust Senior H.R Officer and H.R. Legal Advisors as necessary.
- Support the Head Teacher and senior staff with staffing issues in a proactive manner and attend meeting as required, including support in the preparation of papers for such meetings.
- Liaise with Trade Unions on behalf of the Head Teacher as required.

## IT

- Line Manage ICT Manager, in the delivery of effective ICT provision across the Academy
- Take ownership for the School Website and ensure compliance at all times
- Take a lead on the delivery of GDPR across the school, ensuring necessary practices are in place and all staff are fully trained in their application.

### Technicians

- In conjunction with Faculty Leader(s) carry out line management of technical support staff, such as science technicians, DT technicians etc
- Ensure whole school communication is delivered to technical staff
- Respond to staff queries as necessary, acting as a conduit between teachers and technical support staff.

## Site

- Management of OCS Facilities Management on behalf of the academy to ensure that site issues are dealt with in a timely manner, to the school's satisfaction and to ensure efficient use of this resource.
- Perform regular site inspection with OCS FM to monitor and address any site issues, repairs and health and safety concerns and ensure that appropriate action is taken to rectify any problems.
- Represent the academy at FM meetings and address any issues that have come to light.
- Liaise with OCS regarding schedules of work and priorities during school holidays.
- Ensure compliance with site security arrangements and alert Interserve where potential problems arise.
- Be responsible for logging all site issues with the OCS FM Helpdesk and ensuring that all problems are rectified to a satisfactory conclusion.

## Health and Safety

- Monitor health and safety matters on the site, oversee relevant actions, and provide appropriate reports to leadership team and governors.
- Ensure staff and students are familiar with their health and safety responsibilities, and appropriate training is provided.
- Review the health and safety policy and update as necessary. Make arrangements for audit and implement recommendations
- Liaise with the risk assessment advisor to implement proper procedures
- Arrange meetings regarding health and safety as necessary; meet trade union representatives and health and safety executive staff where appropriate.
- Oversee fire drill procedures and ensure staff receive appropriate training on actions to take in the event of fire.
- Review and update health and safety policy, fire procedures policy, access plan and emergency plan.
- Arrange first aid training and other training, to comply with health and safety requirements, for staff as required.

## Support Staff

- Ensure effective support for teachers and students by overseeing the work of the support staff.
- Make arrangements for appointments as necessary.
- Liaise with and advise teaching staff who direct day to day work of relevant support staff.
- Administer and implement the annual performance management reviews for support staff and provide training opportunities as needed.
- Arrange regular meetings of the support staff to ensure effective communication and consultation.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.