

Job Description

People & Estates Lead

Post Title:	People and Estates Lead
Base:	Stamford Bridge Primary School
Salary:	SCP 18 £30,559 (pro rata for term time working plus 4 weeks)
Line Management:	Headteacher
Contract:	Permanent, Full Time (37 hours per week), Term Time plus 4 weeks

Core Purpose:

To lead and oversee all aspects of day-to-day administration and operations tasks carried out within Stamford Bridge Primary School, under the direction of the Headteacher.

The range of duties will cover certain elements of Personnel, Estates Management, Health and Safety and Finance that need to be undertaken in school, liaising as appropriate with Trust Business Support colleagues to ensure that Trust policies and procedures are fully complied with.

Duties & Responsibilities:

Finance

- To ensure that purchase orders are raised using the Trust's finance system in accordance with financial procedures
- To ensure that the goods receipting process is completed within the Trust's finance system for all purchase orders in accordance with financial procedures
- To ensure that all income collected in school is banked promptly and appropriate reporting to the Trust finance team is submitted in a timely manner
- To ensure that debt recovery procedures are adhered to and outstanding debts followed up in accordance with the Trust's Debt Recovery Policy
- To support the Headteacher, if required, in regular budget reviews undertaken with the Trust's finance team
- To respond to any queries from the Trust's internal or external auditors as required

Operations and Compliance

- To ensure school compliance with all statutory, Trust and school Health, Safety, Estates and Premises regulations and policies
- To ensure that all accidents, incidents and near-misses are recorded and reported in accordance with Trust procedures, having oversight of all resulting actions
- To ensure that all staff undertake all required training in health and safety, as mandated by the Trust
- To undertake or assist with the production and review of risk assessments for planned school and premises related activities
- To organise and oversee termly fire drills and annual lockdown drills, ensuring that any related actions are completed
- To create and update lettings arrangements for the school in accordance with guidance from the Trust Central Team
- To take action to correct any building or other site defects and report these to the Trust's Operations and Compliance team where required

- To coordinate with the Trust Central team on the commissioning of contractors to undertake reactive and planned maintenance
- To coordinate with the Trust Central team on regular estates and H&S visits and audits (internal or external), any related documentation, any specific projects to be undertaken at the school
- To oversee all first aid arrangements within the school, and to take ownership of ensuring that all corrective actions required are suitably discharged
- To oversee the first aid arrangements within the school
- To have oversight of the EVERY Management System, in respect of all property, estates, safety and compliance matters. Ensuring the system remains current and that all staff are aware of how to use it (as appropriate to their role)

Personnel and Wellbeing

- To oversee the governor recruitment process in school
- To lead on the school's input to the staff recruitment process ensuring this is delivered in a professional and timely manner. This will include working with others in the school and the Trust's Business Support teams to:
 - Confirm approval to recruit and prepare any school level recruitment documentation
 - Place adverts for vacancies
 - Arrange shortlisting of candidates for interview
 - Organise and administer the selection process
 - Ensure all elements of the process are compliant with Safer Recruitment guidance
- To undertake pre-employment checks and ensure that updates to Disclosure and Barring Service (DBS) certificates are completed in a timely manner
- To manage the Single Central Record, overseen by the Headteacher and Trust's Business Support teams.
- To oversee the induction process for new staff in school
- To oversee the completion of statutory training for all staff and governors within school, ensuring regular audits and prompts for completion take place
- To update core management information systems as required
- To ensure that the Trust's Personnel and Payroll systems are updated for contract changes, leavers, additional hours and absence
- To arrange cover for staff absences as directed by the Headteacher
- To submit timesheets and overtime claims to payroll
- To ensure compliance within the school with all Trust personnel policies, supporting the Headteacher with school level actions, including attendance at work meetings, and any other personnel related meetings, seeking advice from the Trust's Business Support team, as appropriate

General

- To complete and submit school pupil census and workforce census
- To manage all site staff, including any administration, catering, mid-day supervisory, cleaning and caretaking staff on site within your allocated school
- To undertake any other reasonable duties on behalf of the Wonder Learning Partnership and Headteacher

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications			
5 GCSEs or equivalent (including English and Maths)	X		A/C
Experience			
Experience of leading, managing and motivating staff and teams within a high-profile organisation, including experience of dealing with recruitment, appraisal and performance matters.	X		A/I
Experience of working within schools or similar environments		X	A/I
Experience of using corporate management information systems to input data and produce reports	X		A/I
Experience of using SIMS or other school MI systems		X	A/I
Excellent grammar, writing and graphic design skills, including experience of working with sub-contractors.	X		A/I
Customer-focused; demonstrable experience of embedding a service management culture for the delivery of key IT Services, including Service Desk, Change and Problem management, Incident management and continual service improvement.	X		A/I
Ability to communicate clearly and persuasively and to influence and negotiate where appropriate.	X		A/I
Excellent project management skills and the ability to meet deadlines	X		A/I
Excellent problem-solving skills.	X		A/I
Ability to deal with difficult situations and confidential matters and to provide effective solutions when necessary.	X		A/I
Excellent planning, organisation and prioritisation skills; able to manage and deliver successful projects to time and budget.	X		A/I/R
Experience of procurement and budget management.	X		A/I
Knowledge and Understanding			
A high level of ICT skills using a variety of software packages and MS Office	X		A/I/R
The ability to develop and implement policy and practice which reflects the school's commitment to high achievement	X		A/I/R
To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	X		A/I/R
Knowledge of procurement and budget management processes.		X	A/I
Personal Skills & Attributes			
Able to work constructively as part of the wider Trust team.	X		A/I/R
Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision	X		A/I/R
Good literacy and numeracy skills.	X		A/I/R
Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.	X		A/I/R



Excellent administrative and organisational skills.	X		A/I
Committed to equality of opportunity.	X		A/I
Able to respond to speedy changes in technology and learn and apply new solutions	X		A/I
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure will be required for all posts.