

# School Support Manager

## Grade 7

### The Hollins

Hollins Lane, Baxenden, BB5 2QY

Start date: ASAP



**LET**  
**EDUCATION**  
**TRUST**

AMBITIOUS | INCLUSIVE | RESILIENT



# Welcome to **LET** Education Trust



Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is emphasized and supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we also have termly meetings for our Safeguarding Leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is also vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps ensure a smooth start to year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also play a part Initial Teacher Training as part of our remit through the newly formed Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application.

You can find out more about our Trust at [www.let-edu.org](http://www.let-edu.org)

Best wishes  
Steve Campbell  
Chief Executive Officer



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You can find out more at: [www.thehollins.com](http://www.thehollins.com)



Dear Applicant,

Thank you for your interest in the position of School Support Manager at The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E\* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupil's welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always be better.

The successful candidate would join a dedicated, committed and well-developed team of support staff who are determined to make The Hollins the best it can be for our young people. Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.

Should you wish to speak to me (on an informal basis), please do not hesitate to contact me. We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,  
Mrs S Haydock  
Headteacher, The Hollins



# HOW TO APPLY

Please note that CVs will not be accepted.

Applications should be submitted using the forms available from our website. Your completed application form and covering letter should be returned no later than the specified closing date to Mrs C Young, Headteacher's PA to [YoungC@thehollins.com](mailto:YoungC@thehollins.com). Good luck!

# SUPPORT FOR OUR STAFF

## Encourage a climate of connecting with people.

At The Hollins we encourage collaborative working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.

## Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff.

You can also have a look at the wellbeing charter which you can find on the Trust's website vacancy page.

## Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

## Measure and respond to staff voice.

Our thrice-yearly questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

## Support from the Trust

You will have the opportunity to network with other staff within the Trust and will be invited to attend the school trust meetings in the central office each term.

You will receive full support from the central team to help you successfully carry out the duties in your job description.

## Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

# ABOUT OUR 7 VALUES

These 7 important values underpin every decision we make.



Kind



Honest



Resilient



Reflective



Respectful



Responsible



Aspirational

Alongside the 7 values, we also have our vision, self-evaluation and our school improvement plan. None of these stand alone. They work together to ensure that we at The Hollins do our very best for our pupils and they have a positive experience, fulfilling their potential both academically and personally, celebrating our differences and developing the character to make their mark in the world. Our pupils are encouraged to "Strive for Success" and fostering these values will help them to achieve their success.





## Job Advert

Job Title:	School Support Manager
Location:	The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
Grade:	7 (Point 19-25)
Salary:	£31,067 to £35,235
Hours per week:	37 hours per week, full time
Contract type:	Permanent <i>(All permanent contracts are subject to a 6 month probation period)</i>
Start date:	As soon as possible <i>(Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks)</i>
Closing date:	Friday 7th February 2025, 9am
Interview date:	Wednesday 12th February 2025 (subject to change)

The Hollins, part of the LET Education Trust is seeking to appoint a highly motivated and dedicated School Support Manager to support our school. The Hollins is an oversubscribed, highly successful 11-16 school which provides a warm, caring environment; where attainment is above average and achievement is good. We value pupils and staff alike and look forward to welcoming a new addition to our team of dedicated staff.



Each school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with KCSiE 2024.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview.

**Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.**

## School Support Manager - Job Description

Grade	7	Hours/week	37 hours a week, full year
Reporting to	Chief Operations Officer / Director of I.T. & Operations		
Location	The Hollins, Hollins Lane, Accrington, BB5 2QY		

### Main Purpose and Responsibility

To actively support and model the ethos and aims of LET Education Trust.

As the school's leading support staff professional the School Support Manager is responsible for the following functions:

- Administration
- First Aid
- Catering Liaison
- Health & Safety
- Logistical management of internal systems
- Educational Visits Coordinator

### Main Duties

- To organise rotas for lunch duties
- To be a qualified first aider and to manage and coordinate first aid provision at The Hollins
- To be a responsible budget holder in line with the financial regulations
- To approve financial transactions as per the scheme of delegation
- To oversee the administration team, ensuring that day to day responsibilities are met
- Lead the organisation of school events for example open evening, parents' evenings and community events
- Ensure the monthly reports received are checked for accuracy
- Be the Educational Visits Coordinator
- Ensure that all duties and responsibilities meet the requirements of GDPR regulations. Abide by confidentiality requirements in relation to duties undertaken in the role
- Regularly undertake professional development which maintains and improves expertise and ability to perform duties
- Support on data protection administration
- Be responsible for the performance management of staff within their span of control
- Ensure staff maintain the minimum standards and code of conduct expected of their role
- Ensure day to day operations of the school do not inhibit education and welfare of pupils and staff, including health and safety aspects of the school
- Any other duties commensurate with the role

### School:

- To carry out the duties in accordance with school-based policies and health and safety procedures/policies.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To engage in the school's appraisal scheme.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.



## School Operations Manager - Person Specification

Essential	Desirable
<b>Qualifications and Experience</b>	
<ul style="list-style-type: none"> <li>GCSE Maths and English (grade 4 or above, or equivalent)</li> <li>Evidence of ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualifications relevant to this post.</li> </ul>
<b>Experience and Professional Knowledge</b>	
<ul style="list-style-type: none"> <li>Significant expertise in management and administrative procedures.</li> <li>Evidence of successful management and leadership of diverse teams.</li> <li>Significant experience of using a range of ICT packages (for example Microsoft Office and finance software).</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant legislation (equal opportunities, health and safety, GDPR etc).</li> <li>Evidence of working effectively with a wide range of external partners.</li> <li>Successful track record of managing complex projects from inception to completion.</li> <li>Knowledge of accessing or returning statistical information required by ESFA, DFE, LA or similar bodies.</li> <li>A working knowledge of facilities management.</li> <li>Experience and exposure to education sector.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Highly developed interpersonal skills including influencing skills.</li> <li>Ability to build, support and work as part of a high performing team.</li> <li>Ability to direct, prioritise, plan and coordinate the work of others.</li> <li>Ability to work under pressure and meet deadlines.</li> <li>Flexibility and a willingness to adapt to changing circumstances.</li> <li>Strong organisational skills and record keeping skills.</li> <li>Strong literacy, numeracy and ICT skills.</li> <li>Ability to gather information and report accurately to enable informed decision making.</li> <li>Honesty, reliability, integrity and commitment.</li> <li>An enthusiastic and flexible approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> </ul>
<b>Professional Attributes</b>	
<ul style="list-style-type: none"> <li>Highly motivated.</li> <li>Responds well to a challenge.</li> <li>Maintain high professional standards.</li> <li>Excellent communication skills.</li> <li>Commitment to own professional development.</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues.</li> <li>Commitment to health and safety.</li> <li>Commitment to attendance at work.</li> <li>Commitment to equality, diversity and inclusion.</li> </ul>	