

SEAX Trust



Finance, HR and Office Administrator

Candidate Information Pack



SEAX Trust, Office at Thriftwood College, Fox Crescent, Chelmsford CM1 2BN

www.seaxtrust.com Tel: 01245 262779 Email: jobs@seaxtrust.com



Letter from the Chair of Trustees



Mr Andrew Hunter
Chair of SEAX Trust

Fox Crescent
Chelmsford
Essex CM2 1BN
01245 262779

Dear Candidate

Thank you for your interest in this exciting new role. I hope this pack paints a rich and informative picture which will inspire you to apply.

The SEAX Trust is a thriving group of four special schools which share a common vision of excellence in their provision of education for pupils with special and additional needs.

Our '**LOOP**' outreach service is an arm of the Trust, working with a range of Tutors to provide curriculum-based packages to pupils who, for whatever reason, are being taught outside their usual educational setting.

We now want to appoint an administrator, with prior experience in financial and HR systems, who will be based within the Central Team. We can offer the right person a rewarding opportunity to work with highly professional colleagues, primarily to support our '**LOOP**' provision, but also to provide a range of administrative support for the Central Team itself.

To this end, we seek an individual who shares our ethos and will be committed to the Trust's vision and values which are to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

If you feel that your experience, skills, commitment and enthusiasm can help us, then we look forward to meeting you and exploring what you can offer.

Yours sincerely

A Hunter

Andy Hunter
Chair of Trustees

If you would like further information about this vacancy, please contact:

Mrs Kate Stannard, Assoc CIPD, Director of HR, SEAX Trust, Office at Thriftwood College, Fox Crescent, Chelmsford CM1 2BN Tel: 01245 262779 Email: jobs@seaxtrust.com

Finance, HR and Office Administrator

**LGPS Salary Band 3 to mid-point: Points 17-21
(National Pay Spine 6-11 wef 1st April 2019*)**

**Subject to Board approval 3.4.19*



Job Description & Person Specification

Job Title:	Finance, Human Resources and Office Administrator
Grade:	Band 3 to mid-point (Points 17-21) <i>*See above</i>
Based At:	The SEAX Trust Central Office, Chelmsford
Reports to:	Head of LOOP, SEAX Trust central staff
Liaison with:	LOOP Leadership Team and other staff, including SEAX central staff, parents, external agencies, ECC staff
Job Purpose:	<p>To provide efficient and effective administrative support for the LOOP Outreach service, including daily management of tutor timetables, payroll and recruitment.</p> <p>To provide PA support to the LOOP Outreach Provision Manager.</p> <p>To provide general administrative support for the SEAX Trust Central Team in terms of Finance and HR.</p>

Main Duties

Reception

- Be the first point of contact for both telephone and face to face enquiries for LOOP and the SEAX central team, taking messages where appropriate
- Ensure visitor security arrangements are always complied with, including sign-in arrangements
- Accept and sign for deliveries as appropriate
- Provide hospitality for visitors to LOOP and SEAX, as required

Clerical

- Undertake word processing as required, including LOOP Provision Agreement preparation and Student database
- Undertake filing and photocopying, as required, including basic maintenance of the photocopier
- Arrange Home/School visits and appointments, updating the calendars and online diary system
- Manage/check timesheets and expenses for authorisation by LOOP Leadership
- Monitor attendance for LOOP, both staff and student, updating timetable/register
- Liaising with Essex LA Transport
- Locate and make arrangements regarding room hire for LOOP Tutors and pupils
- Maintain the stationery and resources stocks
- Ensure LOOP tutor and student reports are recorded and filed securely and shared with appropriate LOOP staff

Finance

- Provide a full finance support service to LOOP staff and wider communities, in partnership with SEAX central staff
- Maintain appropriate financial records for monitoring by SEAX and auditors
- Prepare and send invoices for LOOP Services using finance software
- Monitor aged debtors (outstanding invoices) and liaise with clients for payment
- Record all income on financial systems
- Process all expenses' claims for LOOP staff
- Liaise with SEAX central staff re bank and VAT reconciliations (completed centrally)
- Liaise with SEAX central staff re payroll entry onto finance systems
- Complete monthly payroll forms for onward-transmission to payroll providers
- Attend regular cross-Trust Finance meetings and training
- Provide general administrative support to the SEAX Trust Director of Finance

Human Resources

- Provide a full HR support service to LOOP staff, in partnership with SEAX central staff
- Take responsibility for the administration of LOOP staff absences, keeping up to date and accurate records, producing reports as required

Job Description



- Maintain accurate personnel records for all LOOP staff, gathering up to date information from staff and recording on the MIS system as necessary
- Administer full recruitment procedures and ensure that all necessary checks in respect of the safer recruitment procedure are carried out, and that procedures are strictly adhered to
- Ensure all DBS checks are completed prior to post commencement dates, and liaise with appropriate staff to ensure that the Single Central Record is updated
- Maintain personnel files in line with statutory and SEAX requirements
- Assist with induction procedures, producing reports as required by the Leadership Team
- Assist with staff probationary procedures, arranging and diarising meetings and keeping accurate file based records
- Assist with staff mentoring and PMR procedures and keep accurate file based records
- Ensure that the Lone Working Protocol Database is updated
- Liaise regularly with SEAX central staff and other finance/HR staff across the Trust to ensure all targets and deadlines are met
- Attend regular cross-Trust HR meetings and training
- Provide general administrative support to the SEAX Trust Director of HR

General Duties

- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage interaction and teamwork within the school and Trust; sharing ideas and new initiatives
- Actively engage in the professional development programme, monitor and assess own performance and take a proactive approach to professional development
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall ethos, work and aims of the school
- Comply with all School and Trust policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification



Detail		Essential	Desirable
Qualifications	Educated to Level 3 qualifications in English & Maths	X	
	Recognised Secretarial/IT/Finance qualification	X	
Relevant Experience	Fast & accurate keyboard skills	X	
	Strong IT skills with experience of Microsoft Software Suite	X	
	Practical experience of working in a busy office environment	X	
	Experience of SIMS/FMS/e-Payroll		X
	Experience of completing returns, writing letters and detailed reports	X	
Personal Qualities	Discretion, sensitivity and confidentiality	X	
	An excellent telephone manner	X	
	Excellent interpersonal skills	X	
	Ability to use own initiative working independently and collaboratively as a member of a small team	X	
	A clear commitment to develop and learn in the role and effectively evaluate own performance	X	
Skills	An ability to prioritise work, to cope with competing demands, deadlines and interruptions	X	
	Excellent written and verbal communications	X	
	Excellent time management skills	X	
	Excellent organisational skills	X	
	Contribution to the development and implementation of effective systems to share and safeguard information	X	
	Quick to learn and willingness to undertake new challenges	X	
Physical Requirements	Stamina	X	
	Good level of health and wellness	X	
Disposition	A helpful and calm, professional manner	X	
	Friendly and approachable	X	
	A sense of humour	X	
	Patience, tact and diplomacy	X	
	Enthusiasm and a positive outlook	X	
	An enthusiastic approach to both routine tasks and unexpected challenges	X	
	Excellent personal presentation	X	
General Circumstances	A good record of attendance and punctuality in the last 3 years	X	
	Willingness to develop self within the post, undertaking training, performance reviews as appropriate, to ensure that relevant skills are updated in order to support the development of the Trust	X	
	To comply with the Trust's requirement to maintain complete confidentiality at all times (Data Protection Act)	X	
	To be aware of the Trust's duty of care in relation to staff, pupils and visitors and to comply with Health and Safety Policies at all times	X	
	To be aware of and comply with the Code of Conduct, regulations and policies of the Trust and its commitment to equal opportunities	X	

The Application Form, Interview and References will be used as sources of evidence.

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Application and Recruitment Procedure



Candidates should download and complete the SEAX Trust application form available from:

www.seaxtrust.com or www.essexschoolsjobs.co.uk

Required: 1st May 2019 (or as soon as possible)

Visits: Interested parties are welcome to arrange a visit to SEAX Trust
Please arrange a time by emailing: **katestannard@seaxtrust.com**

Closing Date: Midnight on Tuesday 26th March 2019

Shortlisting: Wednesday 27th March 2019

Interview: To be held at the **SEAX Trust Office** on **Monday 1st April 2019**

Salary and benefits: 37 Hours per Week

41 working weeks per annum (Term time plus 2 weeks during school closure)

LGPS Band 3 to mid-point (Points 17-21)*

**Subject to migration to new National Pay Spine Points 6-11 wef 1st April 2019
(Subject to approval of SEAX Board 3.4.19)*

References:

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates. The Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in an educational environment.

Applications should be addressed to -

Mrs Kate Stannard Assoc CIPD

Director of HR

SEAX Trust

Fox Crescent

Chelmsford

Essex CM2 1BN

01245 262779 Extension 5

Email: katestannard@seaxtrust.com

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Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children
and young people with special educational needs
and to**

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**
Holiday pay and **salary** which is paid *evenly* across the year for our support staff
Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff
An extensive range of **in-house training** opportunities
Experienced and **dedicated practitioners** who are keen to help you learn
A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement
A **motivational** strategy towards both education and business
Staff **involvement** in wider decision-making

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**
A **highly supportive** organisational culture
A firm commitment to the strengths of **equality and diversity**
A sense of **cohesion and belonging**
A policy to raise **matters of concern**

Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust
Email: jobs@seaxtrust.com Telephone: 01245 262779

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

We look forward to hearing from you soon