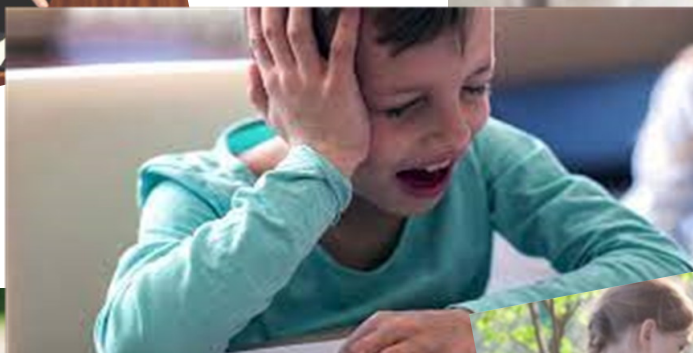


# The Hawthorns School

## Support Services Leader

£30,095 to £32,798 per annum

Candidate Information Pack



## Headteacher's Letter



### The Hawthorns School

Headteacher: **Mrs Diane Rigg** MEd, PGDip, SpLD PGCE, BA (Hons)

Contact Address: c/o SEAX Trust,

Fox Crescent, Chelmsford, Essex CM1 2BN

Telephone: 01245 963006 Email: jobs@seaxtrust.com

### *Dear Candidate*

Thank you for your interest in this post. **The Hawthorns School** is a brand new school for children with **autism** from Key Stage 2 to Key Stage 4, opening in temporary accommodation in **Chelmsford** in **January 2023** and then in permanent accommodation from September 2024. This is a **thrilling opportunity** to provide a holistic education and environment for pupils with autism, appropriate for their specific needs.

Pupils will be supported to achieve a range of individual, personal and academic goals by a team of teaching and therapy staff. We are committed to developing pupil achievement through the aims of personal growth, participation and preparation for adulthood.

- Do you share our ethos of respect, integrity and growth?
- Are you a compassionate, enquiring and reflective person who loves a challenge?
- Do you have an interest in, or experience of, working with young people with autism?
- Perhaps you have experience of leading a small administration team, or helping to set up an office from scratch elsewhere?

If so, then you could be the dedicated, enthusiastic and creative colleague we are seeking!

We are looking for resilient and collaborative team members to join our school community who work hard, have a desire to learn, are adaptable and have a 'can do' attitude. **The Hawthorns** needs staff who will work together to support the growth of pupils with autism, support families and help the School evolve.

This is a unique opportunity to join us right at the beginning of, what promises to be, a **roller coaster ride** in helping us set up a new school to nurture the potential of young people with autism.

**The Hawthorns** is one of a community of Special Schools, supported by the well-established and highly regarded **SEAX Trust**. The Trust respects and encourages each school to evolve its own unique identity, whilst providing layers of support and networking at all professional levels. Together, in close partnership with **Essex Local Authority**, the Hawthorns could not be in a better position to start fulfilling its aims of **personal growth, participation and preparation**.

**Join us in achieving our goal.**

*Diane Rigg*

**Headteacher**

**The Hawthorns School**

*celebrating diverse abilities*

## Job Description

### The Hawthorns School

#### Personal Growth Participation Preparation

for the child, the adult and the school

#### Job Description & Person Specification

<b>Job Title:</b>	<b>Support Services Leader 37 hours pw/52 weeks pa</b>
<b>Grade:</b>	<b>LGPS Scale 8 (points 25-28) Actual Salary: £30,095 to £32,798 per annum*</b> [*subject to additional National Pay Award with effect from 1st April 2022]
<b>Based at:</b>	<b>The Hawthorns School</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>All members of the Admin, Catering &amp; Site Teams</b>
<b>Liaison with:</b>	<b>School staff, pupils, parents/carers, outside agencies, SEAX Trust</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher other members of the Senior Leadership Team and the SEAX Trust</li><li>• To co-ordinate efficient support services to the school by way of the effective management of administration, catering and premises teams</li><li>• To co-ordinate maintenance of the school site and its buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property</li><li>• To work closely with the Headteacher and advise other members of the Senior Leadership Team on all non-teaching matters, so as to contribute to the successful and effective operation of the school</li></ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>• To be the welcoming face of The Hawthorns School and to instill trust in families and visitors</li><li>• To function as a member of the Senior Leadership Team, ensuring that the decision making is part of a shared process</li><li>• To attend SEAX Trust, Executive Committee, Finance/Premises and Personnel Committee meetings, advising where appropriate</li><li>• Promoting the school within the community</li></ul>

## Job Purpose & Role

### Job Purpose

The over-riding expectation is that employees and those engaged to work within the SEAX Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.

**This job description should be read in conjunction with the Business & HR Support Manager Standards, which define high standards within a self-improving school system. These Standards are not duties and responsibilities, but are intended as guidance to underpin best practice.**

As a member of The Hawthorns School Team, you will be expected to contribute fully to developing an outstanding provision for children with autism, through collaboration, creativity and adaptability, providing the highest standard of teaching and learning for all pupils.

**You will be a leading professional and role model for the community you serve. Your leadership is a significant factor in ensuring high quality teaching and achievement at The Hawthorns and a positive and enriching experience of education for our pupils.**

*Taken from the Headteacher Standards, October 2020.*

**At The Hawthorns School, this will mean:**

You will be central to supporting the creation of a brand new provision and the ultimate realisation of its Vision to be an Outstanding School for pupils with autism in Essex. Through your demonstration of the **Seven Principles of Public Life**, below, you will be building and defining the culture and ethos of the School.

### The Seven Principles of Public Life

<b>Selflessness</b>	<b>Integrity</b>	<b>Objectivity</b>
<b>Accountability</b>	<b>Openness</b>	<b>Honesty</b>
		<b>Leadership</b>



## Main Duties & Responsibilities

### Support Services Leader

#### Duties & Responsibilities

##### Financial

In liaison with the SEAX Trust's Directors of Business, to monitor all accounting procedures and resolve problems, including:

- To oversee ordering, processing and payment for all goods and services provided to the school
- To administer and maintain the Academy Sales Ledger, ensuring production of invoices and debtor collection
- To administer and maintain the Academy Purchase Ledger, including production of BACS files and uploading to the bank portal
- To administer and maintain the Charge Card Ledger, ensuring timely input of all charge card transactions
- To administer and maintain the Staff Expenses Ledger, ensuring timely input of all staff expenses
- To ensure timely banking of all income, including online payments from the Arbor MIS
- To maintain an inventory and to ensure that it is managed in line with SEAX Financial Regulations
- To liaise with SEAX Trust Central Staff on all payroll matters and to assist the SEAX Trust Directors of Business with data input for payroll related matters
- To assist the SEAX Trust Directors of Business in the preparation of financial returns for the EFA, LGPS, TPS and other central and local government agencies within statutory deadlines
- To assist the SEAX Trust Directors of Business and the Leadership Team in preparation and presentation of the annual budget for approval by the Executive/Academy Committee and SEAX Board
- To monitor and advise the Leadership Team on all grants from EFA, ECC and other providers
- To monitor accounts against budgets. To produce monthly management reports and report on the financial state of the Academy to the EC/AC, Leadership Team and SEAX Trust Directors of Business
- To ensure that monthly accruals are raised for salaries, creditors, debtors, payments and receipts in advance
- To liaise with the SEAX Trust Directors of Business regarding procurement, enabling best value, assisting with any issues arising from the monthly VAT returns submitted at Trust level advising on GAG and LA income and assisting with communications regarding funding
- To work with the SEAX Trust Directors of Business to manage and monitor contracts, tenders and agreements for the provision of support services, ensuring best value across the Trust
- To assist with the production of a Business Continuity Plan for the Academy
- To assist with the production of an Academy-based risk register, to be annexed to the SEAX Trust Risk Register
- To attend regular SEAX Trust Business meetings, ensuring all training and guidance is passed on to relevant school-based staff and instigated as directed

## Main Duties & Responsibilities

### Premises

In consultation with Site Staff and the SEAX Trust's Directors of Business:

- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property
- To co-ordinate the upkeep of playing fields, gardens, all weather surfaces and to ensure the maintenance of boundaries
- To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community, if applicable
- To co-ordinate the purchase, repair and maintenance of all furniture and fittings
- To support the SEAX Head Office in the procurement of goods and services at a central level, and to manage smaller contracts that are school-led
- To maximise income generation and energy saving within the ethos of the school
- To line manage the Site Manager and, in conjunction with the Site Manager, other site staff, to ensure all Health and Safety regulations are met

### Catering

- To manage the school's catering facility, including preparing and monitoring budget, preparing monthly and year-end Trading Accounts, monitoring menu preparation and general administration of school meals
- To line-manage the Catering Manager and, in conjunction with the Catering Manager, other catering staff, to ensure all Health and Safety regulations and food standards are met

### Human Resources

In liaison with the SEAX Trust's Director of HR, to monitor all personnel issues and resolve problems, including:

- To liaise regularly with the SEAX Trust Director of HR for personnel matters relating to all Academy-based staff
- To maintain confidential staff records and to ensure that records are shared appropriately with SEAX Trust central staff as required
- To ensure that all HR matters are managed in accordance with SEAX Trust procedures and policies
- To maintain the Single Central Record for the Academy to an exacting level, ensuring procedures are followed rigorously at all times
- To administer/oversee the job application procedure in conjunction with the SEAX Trust Director of HR, including interview arrangements
- To be responsible for administering/overseeing the pre-employment checks' procedure for staff, including payroll documentation, the DBS process, the probationary and induction procedures, in close conjunction with the SEAX Trust Director of HR
- To administer/oversee the staff PMR procedure, ensuring practices remain timely and are recorded appropriately
- To liaise with the Finance & HR Administrator to ensure that all staff absences/ holiday, overtime, sick pay and final pay calculations are recorded accurately and promptly on the appropriate database

## Main Duties & Responsibilities

- To provide regular reports and notifications to the SEAX Trust Director of HR in respect of all HR matters
- To administer staff 'Return to Work' Meetings, following absence and all necessary risk assessments, including maternity, in a timely fashion
- To administer/oversee the staff 'Leavers' system
- To take responsibility for the maintenance and upkeep of the Academy database in respect of Personnel records, including absence and training
- To monitor the Visitor Policy, working closely with other members of the admin staff to ensure compliance is upheld at all times
- To liaise with the Network Manager who will be responsible for the administration of VDU assessments
- To assist SEAX central staff with Teachers' & LG Pension Scheme arrangements
- To administer personnel returns to the DfE and other regulatory bodies, including the annual HR Census
- To line-manage all administrative staff, ensuring that professionalism and efficiency remain a constant within the administration team at all times
- To be responsible for the professional development, appraisal and training of all administrative, catering and site staff
- To attend regular SEAX Trust HR meetings, ensuring all training and guidance is passed on to relevant school-based staff and instigated as directed

### Administration

- To manage the administrative function, including school reception, reprographics and records
  - To oversee the preparation and production of all school correspondence, records, policies and publications
  - To ensure that the SEAX Trust policies (whole Trust policies) and local school policies remain current and available to staff
  - To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
  - In conjunction with on-site ICT Support staff, to be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing, acting as System Manager for the administrative computer network
  - To work closely with, and line-manage ICT staff, ensuring that the school benefits from both reliable and up-to-date ICT equipment
  - To manage/oversee the content and updating of the school website, ensuring it remains current and compliant
  - To take a lead in the preparation for Ofsted in respect of the administration team
  - To have a thorough understanding of Data Protection, ensuring that GDPR procedures are adhered to at all times
- To handle all other matters relating to the administrative nature which may arise

## Main Duties & Responsibilities

### Personal Assistant

- To act as the personal and confidential Personal Assistant to the Headteacher. Dealing with correspondence, attending meetings etc, on behalf of the Headteacher
- To act as an advocate for the school at all times and a role model to other staff and pupils, ensuring all tasks are undertaken in a timely, professional way and with a 'can do' attitude

### 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; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **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 and Trust
- 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.*



## Person Specification: Support Services Leader

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of administrative work in a busy school or public-facing office environment Educated to NVQ Level 4 or equivalent Relevant business, financial and/or HR qualification	✓ ✓	✓
Knowledge of relevant Procedures	Working knowledge of general school policies and procedures Understanding of School environment (including SEND)	✓	✓ ( ✓ )
Literacy	Excellent reading, writing and spelling skills	✓	
Numeracy	Excellent numeracy skills and an ability to undertake complex calculations	✓	
Technology	Ability to use photocopier Ability to proficiently use a word processor, databases and other IT applications	✓ ✓	
Communication			
Written	Ability to compile detailed reports, forms and letters	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with children and adults from a range of backgrounds	✓	
Languages	Overcome communication barriers with children and adults	✓	
Negotiation	Ability to consult with colleagues in an effective way	✓	
Working with Children & Others			
SEND	Good understanding and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Good understanding of the general aspects of child development	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing in children and adults	✓	
Curriculum	Good understanding of the learning experience provided by the school in relation to the role	✓	

## Person Specification

Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload, delegate and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school and Trust	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information	✓ ✓	
<b>Responsibilities</b>			
Organisational skills	Excellent organisational skills Ability to work accurately with strict attention to detail Ability to remain calm under pressure	✓ ✓ ✓	
Line Management	Ability to lead and motivate a team in a positive and successful way	✓	
Time Management	Ability to manage own, and others', time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve complex problems independently	✓	
<b>Other</b>			
Equalities	Understand and demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of and adherence to Health & Safety Policies	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality & Data	Implement procedures and legislation relating to confidentiality Understand and implement the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others	✓ ✓	

# Application Procedure

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

**[www.seaxtrust.com](http://www.seaxtrust.com) or [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)**

**Required:** 1st September 2022 or Autumn Term 2022  
[Exact date to be finalised between Headteacher and successful candidate]

**Visits:** Interested parties are welcome to arrange a visit to SEAX Trust or a telephone conversation with the Headteacher  
Please arrange a time by emailing: **[jobs@seaxtrust.com](mailto:jobs@seaxtrust.com)**

**Closing Date:** **Monday 27th June 2022 (midday)**

**Shortlisting:** **Tuesday 28th June 2022**

**Interview:** To be held at the **SEAX Trust Office** on **Tuesday 5th July 2022**

**Salary and benefits:** **LGPCD Scale 8: Actual Salary £30,095\* (Point 25) to £32,798\* (Point 28) pa**  
**[\*Amounts are subject to National Pay Award with effect from 1st April 2022]**

It is intended that the salary for the post will be commensurate with the experience of the candidate and the responsibility of the post.

## 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, behaviour and suitability for employment in an educational environment.

Applications should be addressed to -

**Mrs Kate Stannard**  
**Director of HR & Assoc CIPD**  
**SEAX Trust**  
**Fox Crescent**  
**Chelmsford**  
**Essex CM2 1BN**  
**01245 963006**

**Email: [katestannard@seaxtrust.com](mailto:katestannard@seaxtrust.com)**

## 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](mailto:jobs@seaxtrust.com) Telephone: 01245 963006**

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**