

SCHOOL BUSINESS SUPPORT LEADER JOB DESCRIPTION

Job Title:	School Business Support Leader
Location:	North East Essex Co-operative Academy
Grade / Allowances:	Scale 8 (Pt 25-28)
Contract Type	Permanent
Reporting to:	Headteacher Trust Central Team

RESPONSIBLE FOR

- Leading school administration support services team.
- Providing support for the Headteacher / SLT.
- Leading the school catering team (or managing the contract).
- Local finance & HR administration.

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LIAISON WITH

Headteacher, Central staff, School Staff, Visitors, External Agencies, Parents, Pupils, LA Staff, Governors.

JOB PURPOSE

- To be responsible for the management of the school administrative support function, ensuring the provision of an effective and efficient service.
- To be responsible for the management of the school's catering function, ensuring the provision of a healthy and cost effective provision for school meals.
- To provide confidential and efficient secretarial and administrative support to the Headteacher and the School's SLT.

DUTIES

Leading school support services and administration team:

- To be responsible for the management of school office staff.
- To have overall responsibility for all work undertaken by the school office and to allocate and monitor workloads.
- To be responsible for the identification (where appropriate) and allocation to support staff of new tasks.

- To line manage office support staff in respect of managing absences, disciplinary issues, grievances etc.
- To be responsible for the development and operation of an induction procedure for all new office support staff.
- To ensure that the probation procedure for office support staff is fully and correctly implemented.
- To organise and undertake annual performance management reviews, process documents for support staff and distribute/ensure completion and advise the Headteacher of progress.
- To manage the budget for office supplies and equipment.
- To ensure that all school-specific policies are updated in line with the policy review schedule and published on the school's website.
- To oversee and ensure that the admissions register (School MIS) is accurately completed in a timely manner for all new admissions and leavers.
- To support the data team with the school's census and ensure that all pre-checks are undertaken with the relevant staff.
- To oversee and ensure that attendance registers are accurately completed in a timely manner and that there are robust daily processes to follow up pupil absence.

Local Finance & HR administration:

- Organisation of interviews including setting up of the rooms, the administration of tasks and ensuring that the time schedule is complied with, escorting candidates as required.
- Provide candidate information (ID, qualifications, forms etc) following interview at the school, as well as tasks and interview notes from the panel to the HR Officer.
- To ensure that any staff leavers hand in their ID passes, IT equipment, work mobile phones, keys etc when they leave.
- Assist with the recording of PMR's, Staff Training etc with the Trust's central HR team.
- To support the central HR team with the maintenance of the Single Central Record (SCR), ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance.
- To ensure that all the relevant checks for outside agencies have been completed and that written confirmation is received and recorded on the SCR.
- Ensure that finance order requisitions are received and processed in line with the trust's Finance Regulations.
- Support the central finance team with the annual budget planning process.
- To assist the Headteacher in allocating budgets within the school and to have an overview of the expenditure.
- To be responsible for ensuring that all Payroll returns and claims, e.g. overtime, travel, leave requests etc are completed and forwarded on time each month and the necessary checks and approvals have been undertaken.
- To track and log leave requests on the MIS and communicate these to the Trust's payroll department.

Providing support for the Headteacher / SLT

- To answer general correspondence and reply or send holding responses to any enquiries received via the school website.
- To liaise with external agencies where appropriate.
- To develop good relations with all staff on behalf of the Headteacher, enhancing the reputation of the school, establishing links, forwarding relevant information as appropriate.

- To keep an up-to-date filing system, type correspondence, documents, reports etc and carry out general admin duties.
- To use their own initiative to deal with telephone calls/correspondence and personal queries on behalf of the Headteacher and to prioritise workload.
- To use initiative and continually update/create documents and systems etc.
- To continually provide information/support for staff answering general queries on behalf of Headteacher from all members of staff as and when requested.
- To clerk Governor meetings as and when required.
- To clerk weekly Senior Leadership Team meetings and prepare the Agenda and Minutes as required. To clerk meetings as and when required by the Headteacher/ Deputy Head.
- To coordinate Headteacher's diary appointments if required.
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from Reception as required.

Leading the school Catering Teams (where employed):

(or via regular contract review meetings with the catering contractor)

- To be responsible for the management of the employed school catering staff.
- To have overall responsibility for all work undertaken by the catering staff and to allocate and monitor workloads.
- To act as the line manager for the catering staff in respect of managing absences, disciplinary issues, grievances etc.
- To be responsible for the development and operation of an induction procedure for all catering support staff.
- To ensure that the probation procedure for catering staff is fully and correctly implemented.
- To organise and undertake annual performance management reviews, process documents for catering staff and distribute/ensure completion and advise Headteacher of progress.
- To manage the catering trading account and catering budgets.
- To oversee the Free School Meal (FSM) provision at the school and ensure that the information on the MIS system is up to date.
- Make arrangements for pupils to receive a healthy lunch at school.
- To arrange FSM Vouchers for pupils who do not attend on site and during the school holidays, where required.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- To comply with individual responsibilities, in accordance with the role, for Health and Safety in the workplace.
- To assist the Health and Safety Manager in completing the termly returns for the Local Governing Board.
- Ensure that all duties and services provided are in accordance with the Trust's Equality and Diversity Policy.
- The Members and Trustees are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO or COFO to carry out appropriate duties within the context of the job, skills and grade.

SAFEGUARDING

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Prohibition from Teaching
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Keys Co-operative Academy Trust LADO Safeguarding Checks
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check

PERSON SPECIFICATION

Heading	Details	Example
Qualification & Experience	Specific qualifications and experience	Successful experience of administrative work in a busy school environment Relevant qualification to NVQ Level 3
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills Level 2 English qualification
	Numeracy	Ability to count and undertake complex calculations Level 2 Maths qualification
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour management	Understand and implement the school's Pupil Behaviour and Welfare Policy.
	SEN	Good understanding and ability to support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing. Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	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 other adults in the school Ability to work on own

	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line management	Ability to lead and motivate a team in a positive and successful way
	Time management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively and to provide solutions as issues arise
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others