

LANGHAM OAKS SCHOOL
ADMINISTRATIVE TEAM:
SUPPORT SERVICES LEADER
APPLICATION PACK



LANGHAM OAKS SCHOOL
is part of SEAX Trust



LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school currently resides in a 19th century house with extensions for classrooms, but in October this year we will receive the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Simon Dawson

Simon Dawson

Headteacher

Langham Oaks School



Support Services Leader
Actual Salary: £29,577 - £32,234

Job Description & Person Specification

Job Title:	Support Services Leader
Grade:	Scale 8 (Points 25-28) [2019 Band 4 top]
Based at:	Langham Oaks School
Reports to:	Headteacher
Responsible for:	All members of the Admin, Catering & Site Teams
Liaison with:	School staff, pupils, parents/carers, outside agencies, SEAX Trust
Job Purpose:	<ul style="list-style-type: none"> To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the other members of the Senior Management Team and the SEAX Trust To co-ordinate efficient support services to the school by way of the effective management of administration, catering and premises teams 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 To advise the other members of the Senior Management Team on all non-teaching matters so as to contribute to the successful and effective operation of the school
Principal Accountabilities:	<ul style="list-style-type: none"> To function as a member of the Senior Leadership Team, ensuring that the decision making is part of a shared process To attend SEAX Trust, Executive Committee, Finance/Premises and Personnel Committee meetings, advising where appropriate To promote the school within the community

Job Description: Support Services Leader

Duties:

Financial

In liaison with the SEAX Trust's Director 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 Director of Business with data input for payroll related matters
- To assist the SEAX Trust Director 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 Director 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 Director of Business
- To ensure that monthly accruals are raised for salaries, creditors, debtors, payments and receipts in advance
- To liaise with the SEAX Trust Director 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 Director 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

Premises

In consultation with Site Staff and the SEAX Trust's Director 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
- 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

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 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	✓	✓
Literacy	Excellent reading and writing skills	✓	
Numeracy	Excellent numeracy skills and an ability to undertake complex calculations	✓	
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 & 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 Ability to assess progress and performance	✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Good understanding of the learning experience provided by the school in relation to the role	✓	

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	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information	✓ ✓	
Responsibilities			
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 time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve routine problems independently	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/ Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of 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 AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.seaxtrust.com www.essexschoolsjobs.co.uk

Required:	1 st January 2021
Visits to the School:	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at www.langhamoaks.com
Closing Date:	Monday 2nd November 2020 mid-day
Interview:	Tuesday 10th November 2020
Salary and Band:	LGPCD Pay Scale: 8 Points 25-28
Hours and Weeks:	37hours per week/52.14 weeks per annum
Actual Salary:	£29,577 (Point 25) to £32,234 (Point 28)
Leave Entitlement:	6.6 to 7.2 weeks [25-28 days + 8 bank holidays, <i>depending on length of service</i>]
Working Pattern:	Working patterns will be discussed with applicants at interview. These will be primarily subject to the needs of the school, although individual circumstances will be taken into consideration. Leave entitlement is to be taken primarily during school closure periods.
To apply:	Candidates should download and complete a SEAX Trust application form available from: www.seaxtrust.com and/or www.essexschoolsjobs.co.uk and return to SEAX Trust by the closing date above
Queries:	Mrs Kate Stannard, Assoc CIPD, Director of HR, SEAX Trust Email: katestannard@seaxtrust.com Address: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN Direct Line: 01245 963006

The SEAX Trust

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

We consider the main 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 ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

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.

We look forward to hearing from you soon.