





- To manage, develop and maintain the school's financial, site management and HR procedures, systems, and records.
- To manage the school's administration and site teams, including undertaking performance management, providing guidance and support, setting priorities and objectives and to deal with any issues.
- To manage the Federation's extended day provision, to ensure appropriate policies, Health & Safety requirements, effective marketing, and staffing are in place and adapted when needed in liaison with Headteacher and SLT.
- To manage the Federation's lunchtime and catering provision, to ensure appropriate systems, organisation, staffing and Health & Safety requirements are effectively in place, amending when required.
- To prepare for any internal and external audits and meet with the Trust Managed Service Team when required and that any resulting actions are dealt with promptly.
- To oversee the access arrangements and transport requirements.
- To attend any relevant training and ensure the support team carry out any statutory training as required.
- To act as the schools Data Protection Compliance Officer, attend training as appropriate and ensure the school follows the Trusts guidance on data protection matters including maintaining the school data map, following data breach procedures, carrying out data privacy impact assessments where necessary and ensuring all staff have completed GDPR training on a regular basis.
- To work with the Trust Managed Service Team and ensure that all Trust policies, procedures, and guidance are adhered to.

## HR

- To support with the oversight of well-being for staff
- To prepare and send statistical reports and other returns to the Governing Body, LA, DfE and external organisations/bodies as required.
- To manage a range of projects and initiatives, including managing organisational change, as may be required, and as directed by the School Leader.
- To work closely with the HET HR team in terms of case work and more complex HR issues.
- To attend relevant HR policy training and bespoke employment relations training.
- To manage and oversee payroll and personnel administration, including managing or assisting with the recruitment and induction procedures for new staff and the on-going performance management of non-teaching staff.
- To ensure overtime, and changes of contract are entered and managed through the payroll system and that payroll is reconciled on a monthly basis.
- To ensure safer recruitment processes including interviews, references, pre-employment and right to work checks are robust and follow the guidance set out by the Trust and HR team.
- To ensure that DBS clearances are obtained as required and that all appropriate safeguarding processes are in place.
- To maintain and update the Single Central Register.
- To manage the induction and probation procedures for new staff.
- To carry out absence return to work interviews, action accordingly and record absence and holiday records for all staff.
- To make regular contact with absent staff and liaise with Occupational Health Consultancy where necessary to aid a smooth return/phased return to work.
- To maintain staff training records and CPD logs.
- To oversee the process of issuing staff with contracts, increment and variation letters, and annual salary letters, ensuring that salary indicated matches that on payroll.
- To conduct exit interviews and action accordingly.



- Alongside the School Leader, review the staff handbook on a yearly basis. Distribute hardcopy/intranet to existing staff and collate sign offs that the document has been read and understood.
- To carry out the School Workforce Census and ensure that the MIS is updated and used accordingly.
- Distribute all policies via online software, and ensure digital signatures are obtained by relevant staff.

## **Estates and Health & Safety**

- To manage the estate and ensure the schools are clean, secure, and safe.
- To ensure that any necessary quotes for any works or repairs are obtained and follow the Trust procurement procedures when carrying out any works.
- To oversee the arrangements for Extended Schools and the letting of the school premises to external organisations.
- To ensure that the school has appropriate Health and Safety and security arrangements, and that relevant Risk Assessments are carried out.
- To follow Trust health and safety policies and guidance and report any issues.
- To establish and oversee procedures for First Aid.
- Take the lead on compiling and implementing a Premises Development Plan, including energy conservation.
- Through regular contact and line management with the Site Manager, ensure that proper maintenance and repair of the school is carried out and its progress monitored, including the swimming pool.
- To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.
- To advise on all Health and Safety matters, including measures in the event of emergencies.
- To appraise projects for the development of the school in partnership with the Site Manager.
- To be responsible to the School Leader for the security, maintenance, heating, cleaning and other general site services of the premises.
- To deal with all external agencies delivering services to the school, and with all aspects of tendering for external services.
- To be responsible for procedures and appropriate letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use, with particular reference to the local community.
- To be responsible for the purchase, repair and maintenance of all furniture, equipment, and fittings.
- To ensure the Site Manager is responsible for the work of on-site contractors and arrange estimates for the cost/duration of work.
- To be responsible for the risk assessment register. To ensure it is updated and all relevant risk assessments renewed and updated accordingly.
- To be responsible for the upkeep of the Business Continuity Plan and Emergency response plan with the School Leader and SLT.
- To ensure the workplace inspections are carried out and actions followed up.
- To ensure the HET H&S policies and procedures are followed.
- To comply with the H&S audit to ensure actions are completed in a timely manner, liaising with the Site Manager.
- To ensure the HET systems are used, e.g. help desk, intranet, and I Auditor by the Site Manager.



## IT

- To oversee the IT support systems in the school to ensure the smooth running of IT for all users.
- To ensure the school website is up to date and has the necessary statutory information published.
- To oversee the IT infrastructure in the school in conjunction with the onsite IT Tech and Head of IT at the Trust.
- To ensure that the infrastructure meets the demands of the school, including both hardware and software demands.
- To involve the trust with any IT procurement for the school.
- To oversee the administration and maintenance of the asset register for the school.

## Financial

- To support financial planning in the school.
- To ensure policies and procedures as set out in the Trust Financial Handbook and Academy Trust Handbook are followed and adhered to.
- To ensure that all orders, payments, and invoices are processed efficiently and that there are systems for managing the collection, recording, and banking of cash payments.
- To ensure that the school's makes the best possible use of resources and maximises income while ensuring best value when procuring goods and services.
- To manage tendering processes in line with Trust policy where appropriate.
- To manage appropriate contracts/SLAs that the schools buy in to.
- To ensure that value for money is obtained on expenditure.
- To provide appropriate financial information to budget holders on a regular basis
- To contribute to the capital development planning process of the schools.
- To be responsible for reducing the risk of fraud within the schools in consultation with Trust processes.
- To explore opportunities to generate further income for the schools.
- To ensure that all income owed to the school is received and that processes for charging for activities (including nursery) are fit for purpose.
- To provide any relevant information to the Trust in regard to internal or external audit and to remedy any findings.
- To contribute to the development of the schools' risk register.

## Admin Support

- To ensure that the admin team provides an efficient and comprehensive administrative support service, including:
  - greeting visitors and providing hospitality
  - dealing with routine enquiries from parents, the Local Authority and other external agencies/ organisations
  - word processing correspondence and other documents
  - record keeping, photocopying, and filing.
- Ensuring admin processes, including the nursery, are fit for purpose, monitoring, reviewing, and improving where appropriate.
- To ensure that support is provided to the School Leader and that items of a sensitive and confidential nature are dealt with appropriately.
- To administer, organise and maintain all aspects of the Management Information System (MIS) database and associated records.



- To ensure the preparation of statistical and other reports and returns to the Trust, Local Governing Body, LA, DfE and other organisations/bodies are sent, as required.
- To oversee the design, prepare and produce documents including the school prospectus, parent newsletters, etc.
- To market the school in the local community, if required to ensure the school is maximising its capacity.
- To manage the arrangements for Extended Schools and the letting of the school premises to outside organisations.
- To liaise with other school staff, contractors, and outside agencies/organisations as appropriate.
- To ensure annual updates to admin systems (MIS, Parent Comms software) are updated and ready to use at the start of each academic year.
- To administrate the school social media accounts on Facebook.
- To carry out any other administrative/support procedure, within the responsibility level of the post, as directed by the School Leader.

**Other Duties:**

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission, and ethos of the Trust and participate to the team approach of the Trust.
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors, and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....



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## PERSON SPECIFICATION



***Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.***

### Qualifications:

- Degree level qualification or equivalent (e.g. NCSL Certificate or NVQ Level 4)

### Experience:

- An excellent understanding and at least 5 years' practical experience of Business Administration gained preferably, but not essentially, in a school setting
- At least 3 years' experience in middle management gained preferably, but not essentially, in a school setting.
- Experience of managing projects
- Previous experience of staff management
- Experience of overseeing financial procedures
- Ability/experience in using school computer systems (Bromcom, TUCASI etc) and general office systems (MS Word, Excel etc)
- Ability/experience in asset management (*desirable*)

### Skills and Knowledge:

- Knowledge/previous experience of financial management procedures
- Knowledge/experience of buildings/estate management & H&S
- Ability to analyse and interpret complex information.
- Work planning skills
- Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills.



- ICT skills
- Understanding of key safeguarding issues and procedures
- Understanding/previous experience of Health and Safety management

**Personal Attributes:**

- Ability to work on own initiative and to organise/prioritise own workload and that of the team.
- Ability to concentrate on detailed work for long periods of time.
- Ability to deal with conflicting priorities and cope with considerable pressure.
- High level of emotional intelligence
- A deep commitment to the vision, values, and ethos of the Trust
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation.
- Ability to work well under pressure and in a calm, professional manner.