

# The Special Partnership Trust

*A community which aspires together*

**Delivered by:**

An ambitious, inspirational partnership of outstanding learning.

**Achieved by:**

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	School Administration Manager/Health & Safety Lead
<b>Salary:</b>	£29,350 pro rata Term time only plus an additional 12 days to be worked within school holidays
<b>Base:</b>	Cury School

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>• To support the Headteacher/Head of Provision in a professional administrative capacity and be responsible for the efficient administration duties of the admin team.</li> <li>• Keep up to date staff and pupils records relating to attendance, contacts and medical needs</li> <li>• Following trust processes, manage all aspects of HR administration including recruitment, staff absence and personnel records</li> <li>• Manage safeguarding administration and be responsible for monitoring the Single Central Record (SCR) To ensure the school administrative processes are accurate, secure and GDPR compliant</li> <li>• To be responsible for Health &amp; Safety administration across 3 school sites, liaising with and supporting the Premises Supervisor to ensure risk assessments, audits and compliance documentation is up to date and accurate.</li> <li>• Oversight of Health &amp; Safety compliance and liaison with Health &amp; Safety teams in the event of investigations, remedial action and HSE reporting where required.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To update Arbor and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.</li> <li>• Be the first point of contact for HR queries, information requests and carry out associated administration including completion of staffing forms and checking staffing reports. Liaising with central trust team as required.</li> <li>• Maintain staff files, ensuring confidentiality with regard to such records (GDPR), following file retention and archiving guidance</li> <li>• Maintain the Single Central Record, process DBS and other pre-employment checks and Letters of Assurance.</li> <li>• Following Trust processes, undertake associated HR administration, to support the recruitment/induction, absence management and leavers processes</li> <li>• To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality.</li> <li>• To be responsible for the maintenance of electronic and manual records including completion of census returns, reports and statistics as required by the Trust/DFE/LA and/ or other third parties</li> </ul>

- To co-ordinate home/school transport with the PTU at the Local Authority and liaise with PTU, transport providers, parents and staff regarding transport issues as applicable
- Be responsible for confidential secretarial, administrative and clerical duties relating to all aspects of the Headteachers work including management of diary, scheduling academic year and meetings, correspondence, records, exclusions, personnel work and minute taking.
- Provide administrative support to the SLT and support whole school events e.g. parent evening and public events
- Administration and minute taking of staff briefings and leadership meetings
- Oversight of reception and office staff, line managing appropriate members of the team
- To be aware and ensure that school administrative processes comply with national and SPT policies
- Receive and appropriately deal with all incoming electronic communications to the school's general email
- Manage and co-ordinate the whole school calendar
- Follow Trust financial processes relating to purchasing, invoicing, payments, credit card expenditure, and banking. Support staff with related enquiries and liaise with the central team as appropriate
- When appropriate and invited by the Headteacher, attend budget monitoring/setting meetings with the trust finance team
- Process approved expense claims and overtime forms and maintain accurate records
- Liaise with suppliers, contractors and external agencies as required
- Book supply staff and liaise with Headteacher to provide bank/internal staff cover
- Managing staff absence including recording, reporting, monitoring Bradford scoring index and following up with HR/Headteacher when required
- Manage work placements and volunteers
- Carry out inductions for new staff as applicable
- Key role in the school's fire evacuation procedures and emergency communications
- Liaise directly with the media when necessary, supporting the Headteacher or SLT
- Support unannounced Ofsted inspections, working with other administrative staff.

#### **General – applicable to all Trust roles:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

<b>Person Specification:</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	<p>Attainment of 5 GCSE's A-C (or equivalent) including English and Maths</p> <p>Attainment of an HNC/D or 'A' level/s or equivalent qualifications.</p>	CIPD qualified	Application
<b>Skills and Experience</b>	<p>At least two years' experience of administration work</p> <p>Experience of HR processes</p> <p>Communication skills</p> <p>ICT skills</p> <p>Able to work on own initiative and as part of a team</p> <p>Full Driving Licence and access to transport</p>	<p>Experience of administration work in school or similar environment</p> <p>Payroll experience</p> <p>Experience of basic marketing</p>	Application/ Interview
<b>Specialist Knowledge and Skills</b>	<p>Knowledge and practical application of Microsoft packages</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	Knowledge and practical application of educational information management systems	Application/ Interview
<b>Behaviours and Values</b>	Professional conduct		Interview

### Special Conditions related to the post:

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

### Trust Benefits:

**Our Trust is committed to providing employee benefits that motivate and reward our employees.**

**Our benefits include:**

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff