

<b>GRADE:</b>	On request
<b>ACCOUNTABLE TO:</b>	Chief Operations Officer
<b>RESPONSIBLE FOR:</b>	Responsible for the provision of consistent, efficient and effective Business support services to ensure the College achieves its stated aims and objectives. This includes the management and administration across finance; human resources; facilities management; compliance and business support services.

## MAIN PURPOSE

To provide professional leadership and support in the management of the College administration and premise teams enhancing their effectiveness to achieve continually improving standards of support for WSAPC.

To work with the Leadership Team and other staff as required to provide specialist advice and support, ensuring the school meets statutory obligations on the relevant legal, regulatory and ethical requirements with responsibility for the day-to-day implementation of Human Resources / Finance / Premises Management, Health and Safety & Policy.

To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

## KEY ACCOUNTABILITIES

- To Support the COO and wider leadership team in ensuring the schools structures and staff deployment is effective ensuring capacity to discharge responsibilities
- To support the development of the improvement initiatives and work with the Leadership and other Business Support Team Leads on the review and implementation of projects and pilot studies
- Assist the COO, in the development and review of policies and activities within WSAPC relating to general matters such as administration, human resources, finance, health and safety and Estates
- Responsible for the management and development of the schools estates ensuring that the schools is compliant across Health and Safety and that facility management is adequate
- Responsibility for ensuring Health and Safety policy and procedures are consistently applied and monitored, including the delivery of training where required
- Responsible for the management of the schools Estates ensuring compliance with legislation and policy
- Contribute to the development of training programmes / learning opportunities and mentoring for support staff
- To provide effective financial management support, maximising income potential and ensuring expenditure provides good value for money



- Provide support to Line Managers regarding staff absence and arrange supply as required and supporting the induction process for new employees
- Ensure compliance with record retention schedules and data protection law, always ensuring information security and confidentiality

### **Leadership and Strategy**

- Support the COO in the preparation of business plans, monthly/quarterly/annual data and statistical returns
- To support the collation, in the extraction and analysis of complex management information providing reports as necessary
- Analyse and interpret management information data to produce reports and commentary for a range of stakeholders, including Leadership and Governance
- Identify, develop, document and implement school improvement plans
- Assess reporting requirements and develop appropriate reporting methodology using various sources of data including electronic and paper to improve reporting processes
- Establish and use effective methods to review and improve administrative systems

### **Human Resources**

- In liaison with the external HR Professional Support provider, support Leadership with advice and administrative support for all HR issues
- To assist and provide guidance to the Senior Leadership Team on the design and delivery of training for WSAPC staff on areas such as health & safety, finance, human resources, building management and ICT
- Oversee general personnel matters, including maintenance of staff records, annual appraisal system overseeing the induction process
- Take responsibility for the appraisal, performance and development of direct reports
- Manage the process of recruitment in accordance with safer recruitment guidelines and employment law
- Assist the COO in the monitoring of staff related budgets i.e. supply, training, etc. across the organisation.
- Put in place arrangements with Supply agencies which support the needs of the school and manage supply arrangements on a day-to-day basis

### **Finance**

- Support in the administration of budget preparation/review arrangements and ensure monitoring and satisfactory records are in place of all monies, irrespective of source
- Support the COO and Finance Manager in managing the procurement process, including the effective management of suppliers, securing appropriate service contracts, licences and insurance.



- Responsible for managing and maintaining the schools contracts register, providing advice and guidance to the wider leadership team on procurement legislation and processes, preparing tender documentation as required.
- Assist the COO in overseeing the development of financial procedures across the organisation.
- Oversee and provide support to the Finance Manager in the implementation of agreed systems and policies which ensure the effective maintenance and control of all budgets and accounts
- Assist in the preparation of bids for supplementary external funding/sponsorship for WSAPC and maximise the income generated by College lettings

### **Estates Management**

- Manage Facilities, including premises, lettings and liaising with external contractors ensuring compliance with HSE regulations, fire safety regulations and internal policy
- Support the development of the schools Estate development plans, with responsibility for the safe and effective implementation, providing project management as required.
- Responsible for overseeing the application process for school managed projects
- Arrange tenders and quotes and manage the appointment of external contractors
- Responsible for ensuring that the school effectively manages contractors Oversight and provide support the Premises manager in managing contractors and ensure that works are completed to the required standard
- Responsible for ensuring the security of school sites and buildings
- Have oversight and support the Estates Team, in working with service providers, ensuring security, cleaning, maintenance and provisions for WSAPC are met and comply with Health & Safety requirements.
- Assist the Business Manager in managing transport, including internal vehicles, staff and pupil transport
- Monitor premises related budgets i.e. utilities, buildings etc. across the organisation

### **Health & Safety**

- Ensure adequate numbers of first aid trained staff are in school, at all times, and arrange training to ensure qualifications remain valid.
- Ensure staff understand Health and Safety requirements and where to find supporting information
- Manage the school statutory training register, ensuring that all staff undertake appropriate H&S Training as required



- Support the COO in the implementation of H&S strategy, compliance across all aspects of Health and Safety including assurance for record keeping and risk assessment acting as the Deputy Chair of the H&S Committee

## GENERAL

- Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- Adopt mobile working practises to enable effective management from any site within the region, this may entail hot-desking at various locations
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To assist in the supervision, training and development of administrative and facility staff based in WSAPC locations when required
- To ensure safe use by self and others of equipment and materials
- To establish constructive relationships and communication with all stakeholders, both internal and external
- To attend and participate in regular meetings
- To treat all users of the College with courtesy and consideration
- To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
- To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by the Assistant Head Teachers or COO

Signed: ..... (post holder) Date: .....

Signed: ..... (Line Manager) Date: .....

*The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.*



## PERSON SPECIFICATION

### Qualifications and Knowledge

- ✦ Excellent working knowledge of ICT/Finance systems/procedures demonstrated by relevant NVQ level 4 or equivalent qualification or experience or working towards relevant business management qualification
- ✦ Excellent knowledge of a wide and varied range of ICT software
- ✦ Excellent working knowledge of Health & Safety regulations and HSE guidelines
- ✦ Excellent knowledge of school policy and procedures

### Experience

- ✦ Experience of financial systems and data management in a school environment
- ✦ Experience of financial processes including budget monitoring, financial record keeping and income generation
- ✦ Experience in a school office environment at management level, with an understanding of health & safety, ICT, facilities and human resource processes
- ✦ Experience in designing and managing training programmes
- ✦ Experience in assessing and managing professional development in others

### Skills and Abilities

- ✦ Excellent literacy and numeracy skills in order to understand complex written and verbal instructions, budget monitoring, financial processes and business planning
- ✦ Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic form
- ✦ Ability to interpret complex information to produce informative documents with limited guidance. Also the ability to organise, plan and meet deadlines, e.g. for LEA reports, DfE submissions, project organisation
- ✦ Proven ability to work under pressure and to tight deadlines
- ✦ An ability to maintain focus at times of unforeseen difficulty and uncertainty
- ✦ Strong organisational skills/business administration and management skills
- ✦ High level of ICT skills, including MS Office and management information systems including an excellent understanding of SIMS and FMS
- ✦ Excellent interpersonal and communication skills to engender trust in governors, staff and stakeholders
- ✦ Ability to motivate and empower others, engendering trust within the admin team
- ✦ Ability to maintain confidentiality and deal with sensitive issues effectively

### Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

### Other Requirements

- ✦ Able to move between locations across West Sussex

