

Leading Learning Trust – job description and person specification

Executive PA and School Support Manager

**This job description and person
specification applies to this role at
Selwyn Primary School and Portway
Primary School.**



**Leading
Learning Trust**



SECTION A – JOB DESCRIPTION - EXECUTIVE PA AND SCHOOL SUPPORT MANAGER

Grade: PO4

Based at: Selwyn Primary School

Reports to: CEO and Head teacher

Supervision of: Office staff and other administrative staff

Responsible for: High level, professional administrative support to the CEO and the Head teacher at Selwyn, as well as leading the School Support function at Selwyn Primary School

Accountable to: CEO and Head teacher

Budget: the postholder has no budget responsibility

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

The Leading Learning Trust has as strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

PURPOSE OF JOB

To provide professional, timely support in the following areas:

- As the School Support Manager, to be the school's leading support staff professional, so ensuring that the school meets its educational aims.
- To provide a professional and wide ranging executive PA and administration support service to the Chief Executive Officer (CEO), Chair of Trustees and Head teacher at Selwyn.
- To provide management support across all non-teaching and learning functions: Finance (led at Portway), Human Resources, Premises Management, Marketing, Health and Safety and Safeguarding.



Due to the dual nature of this role, there are two areas of responsibility, outlined in Section A and Section B below:

Section A - Executive PA support to the CEO, Chair of Trustees and the Head teacher

In this role, the postholder will:

- Act as first point of contact for the CEO, Chair and Head teacher, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations, complaints and correspondence and responding directly/flagging for attention as required.
- Provide high-level secretariat support at key internal and external meetings, which includes preparing agendas, producing minutes, and putting together presentation material.
- Attendance at various meetings as directed (including but not limited to the Trust Board, the FARM (Finance, Audit and Risk Management) and local Governing Body meetings.
- Ensure that all administrative and hospitality arrangements are made for all such meetings.
- Provide local governing body members with support around the mandated academy return requirements.
- Develop effective working relationships both internally (within Selwyn, Portway and across the Leading Learning Trust) and externally (with parents, suppliers, professional advisors, the borough, NPW [Newham Partnership Working] and others) in order to deliver the best outcomes for the children at schools across the Trust.

Section B - School Support Manager, Selwyn Primary School

In addition to the Trust-wide support role and the executive PA role described above, the post-holder will also be responsible for the management of all school support functions at Selwyn. Some of these will be based at Selwyn, and some at Portway, but the post-holder will be the front-line lead on all these functions as they are required to support the efficient and compliant running of the school at all times. A particular area of focus will be day to day HR (Human Resources) administrative support.

1. *HR Administrative support* - working closely with the HR and Payroll provider (currently NPW) to deliver an efficient, legally compliant HR administrative service, and acting as the first point of call for all staff HR queries. Specific responsibilities include:
 - Management of the recruitment process, which includes managing the DBS process (ensuring that clearance is in place prior to the start date), the issuing of employment contracts, and supporting the induction process (includes the issuing all associated paperwork);
 - Ensuring that all staff files and electronic records (currently held on BromCom) are up to date (an understanding of the new General Data Protection Regulations [GDPR] is key), and providing reports as required;
 - Supporting the review and development of people management processes and procedures at school, working in partnership with Portway staff;



- Provide management information to the Head teacher, local governing body and the CEO on employment related matters such as sickness absence, salaries, maternity arrangements, redundancy arrangements, expenses and other areas as and when requested;
- Supporting the CEO to ensure timely review, approval and communication of all people management policies (eg. sickness absence, pay, appraisal, disciplinary etc.) - as provided by npw;
- Supporting the CEO and Head teacher in the development of people management (HR) policies and procedures, to support the Trust's offer to staff as articulated by the #LeadingLearning #LeadingLives initiative;
- Knowing when to seek specialist HR advice (as well as specialist legal employment law advice, with the authority of the CEO/Head teacher);
- Supporting the CEO and Head teacher to identify the knowledge, skills and experience required across the Trust, in order for it to meet its objectives;
- Support the Head teacher in reviewing and amending the Staff Handbook, to reflect the evolving Trust and school practices; and
- Monthly review of the payroll reports to identify and rectify any variances

2. *Line management of the office administrative team* - acting as the line manager of the front office team, ensuring that objectives are set and that roles are carried out competently. Specific responsibilities in this area include:

- Management of the recruitment, performance management, sickness and appraisal process for all office administrative staff;
- Reviewing and updating the job descriptions of all administrative staff;
- Leading the team to ensure that the front office provides a welcoming, efficient service for all parents and visitors to our school, including staff cover arrangements;
- Ensuring that the mandatory LEA/ESFA mandatory returns are correctly prepared and submitted on time, and that all other mandatory returns are prepared and submitted;
- Ensuring that the most efficient ways of collecting, processing and storing data and carrying out all administrative processes are developed and implemented;
- Monitoring school and teaching supplies by making use of the schools procurement systems; and
- Ensuring that administrative arrangements around meetings and hospitality are put in place to ensure the smooth running of such events.

3. *Finance support* - the Trust has both a Finance Director and a Business & Finance Lead; both posts are currently based at Portway. Portway is thus the centre of all the Trust's financial management, but the postholder will be expected to carry out activities as described in the various finance policies, ensuring that all such activity is compliant. Key responsibilities include:

- Acting as the first point of call for all finance-related queries at Selwyn;
- Ensuring that all ordering follows the correct processes (eg. the use of a purchase requisition form);
- Add orders to the Trust's finance management system (PSF) and/or forward to the Finance Office for processing;



- Ensuring that all goods received are received in good order and correctly distributed; and
- Ensuring the proper, auditable collection and banking of any cash collected at school.

4. *Marketing support* - as the Trust grows, marketing its provision will continue to be an important part of the overall strategy. Whilst not leading in this area, the postholder will ensure that they contribute in various ways, for example:

- Working with the current website hosting company and consultant doing the updating, ensuring that they acquire the necessary skills to manage the website content in due course;
- Assisting various staff in the commissioning and on-site production of communications materials, for use in support of the school's activities; and
- Liaising with colleagues to ensure that the high standard of displays across school is always maintained.

5. *Safeguarding* - whilst the postholder will not be a DSL (Designated Safeguarding Lead) at school, they will provide support to the DSL to ensure that the school's Safeguarding policies and procedures are always adhered to. Specific responsibilities include:

- Management of the Single Central Record information for the whole school;
- Ensuring that all policies and procedures in place to safeguard children are adhered to by all staff, at all times.

6. *Premises management* - the management, repair and renewal of the school's premises is carried out under various SLAs (Service Level Agreements), mostly with the Local Authority/OneSource. The postholder will, in conjunction with the Site Supervisor, be responsible for ensuring that the works specified in the SLAs are carried out.

7. *Health and safety* - the postholder will support health and safety across the school, with delegated authority from the Head teacher as and when required.



SECTION B – PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
KNOWLEDGE/QUALIFICATIONS			
Appropriate school business qualifications		*	C A
HR Professional Degree or equivalent		*	C A
Knowledge of academy policy and practice	*		A I
An understanding of strategic leadership in schools		*	A I
Knowledge of marketing strategies		*	AI
Excellent IT/ Microsoft skills and applications	*		I
Ability to draft and edit documents	*		I
Ability to write clear reports for varying target audiences	*		A
Ability to present to the Board and SLT	*		I
Ability to use education management software, e.g. BromCom		*	A
An understanding of human resources processes	*		A I
Knowledge of relevant employment, H&S and company law	*		A I
EXPERIENCE			
Substantial experience in HR and H&S management	*		A
Working within an academy setting		*	A
Experience of working within a complex business set up	*		A
Experience of managing other staff	*		A
Project management skills	*		
Ability to write reports for varying audiences		*	A



Experience of working with the DfE, EFA and other agencies		*	A
PERSONAL QUALITIES			
Ability to work under own initiative with sound personal, administration and time management skills	*		A I
Considerable personal enthusiasm, energy, integrity and professionalism	*		A I
Be a creative thinker		*	A I
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	*		A I
A dynamic team player who has the ability to bring out the best in other people to achieve business outcomes	*		A I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A

Key to Method of Assessment –

A = Application

I = Interview and assessment

R = Reference

C = Certificate