

Responsible to: Headteacher / Head of School	Grade: 12
Hours: Full Time 37 hours a week, 52 weeks per annum (holiday entitlement 37 days per year including 8 bank holidays (up to 10 years service)) Flexibility over hours and weeks per year can be agreed as necessary.	Duration: Permanent
Location: Larkmead School	

Context: As an Associate member of Larkmead's Senior Leadership Team (SLT), provide leadership in all business and operational related aspects of Larkmead School, working closely with Cambrian Trust Central Team (Finance, Operations and HR teams). Key responsibilities include resources, site and premises, health and safety, operations, compliance, finance and HR.

Financial

- Assist and liaise with the Headteacher and Central Trust staff with the production of school budget and financial planning.
- Monitor financial issues relating to internal business e.g. reprographics, premises hire, cleaning, catering etc.
- Seek opportunities for generating revenue for the school
- Manage the school's asset register, risk register and business continuity plan.
- Be a signatory for transactions, a credit card holder and a financial systems processor.
- Respond to requests from the Central Team on financial matters.
- Assist and advise on procurement and how to ensure best value for money.

HR and Payroll

- Be responsible for HR processes for staff including recruitment and leaver processes, contract variations, absence management including maternity and paternity and Occupational Health referrals.
- Be responsible for payroll change forms checking accuracy prior to submission to Trust Payroll Officer.
- Be responsible for the school's single Central Record (SCR).

Site Management and Resources

- Work in conjunction with Headteacher and Site Manager on site and environment development strategy
- Line manage and oversee the Site Manager in their management of all capital/building projects
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Oversee the management and maintenance of the school site including the purchase and repair of all furnishing and fittings
- Be accountable for the oversight of the security and safety of the buildings and site
- Monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors
- Be accountable for the upkeep of school minibuses

Health and Safety

- Act as the school's Health and Safety Co-ordinator in conjunction with the Trust's lead for Health and Safety
- Supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Site Manager
- Lead on evacuation and lock down procedures and in the case of any emergency situations
- Ensure the Health and Safety policy is clearly communicated and available for all staff
- Ensure systems are in place to enable identification of hazards and risk assessments
- Ensure accurate records are kept, in particular, asbestos; water testing/legionnaires; PAT testing; fire equipment and alarms
- Co-ordinate health and safety training and maintain health and safety training records
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and Trust's Health and Safety Lead

- Co-ordinate the health and safety audit visits by the external advisor and monitoring visits by the Governor with responsibility for health and safety
- Review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Oversee first aid and medical provision
- Ensure appropriate risk assessments are made and followed for all school operations.

Operations and Compliance

- Be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information
- Manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be the first point of contact for legal issues
- In liaison with the School's Senior Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather
- Support the ICT Network Manager in developing effective use of IT systems across the work of the school
- Monitor the maintenance of the school's website ensuring it is compliant with statutory regulations
- Oversee day-to-day effectiveness of catering and cleaning
- Oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy in line with the Trust's policy
- Review and update relevant school policies

Wider Leadership and Line Management

- Contribute to School Improvement Planning and strategy as representative of support staff colleagues
- Lead the school operations team of Cover Manager, Exams Manager, Office Manager and Site Manager, coordinating meetings, drawing others in as appropriate
- Line management of staff involved in operational and administrative functions for the school including conducting appraisals
- Ensure support staff appraisal supports professional development, mindful of career progression

Other responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The post holder will be required to work flexibly including some evening work and to travel as required to meet the needs of the role.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

