**

# JOB DESCRIPTION

**Job Title:** Supply Business Services Support

**Grade:** Grade F, SCP10 – SCP14

**Job Location:** Academies across the Trust

**Responsible to:** Chief Operating Officer/ relevant Head of Academy

# Purpose

# The role will predominantly support one of two areas of the Business Services function, namely site support and business administration, although it is anticipated that only one role will be covered at any one time

* To support roles of the Site Manager including managing the site, equipment and amenities of the academy with responsibility for caretaking, building management, repairs, transport and cleaners
* Liaise with outside agencies related to site maintenance and development
* To support roles of the Academy Office Lead including those relating to Finance, HR and academy specific administration

# Main Duties - Site

Security

* Undertake the overall responsibility as first key holder for the site. Be the main point of contact to undertake associated call out duties (if the LA or Police are unable to follow or contact designated person on the published staff rota).
* Monitor on-site traffic, when required, reporting any issues as necessary to academy management.
* Undertake the overall responsibility for the security of the building, its contents and the site including patrolling the academy and grounds, opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly
* Ensure SLAs are undertaken and appropriate records are updated.

Health and Safety

* To attend appropriate ‘Health and Safety’ training courses when requested.
* Maintain inspection logs for equipment e.g. step ladders.
* To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
* When on site ensure that areas involved with ”sickness or any other bodily fluid” are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning.
* Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
* When purchasing materials ensure that the manufacturer or supplier submits a safety data sheet. Maintain the COSHH register in compliance with health and safety policy
* Control, monitoring, ordering and safe storage of cleaning materials and supplies.
* Undertake the roll of SAMO (Site Asbestos Management Officer) ensuring the SAMO’s register is kept up to date in accordance with asbestos and health and safety policy
* Manage the site hydrotherapy pool water procedure (if applicable), including the production, implementation and updating of the site normal operating procedures and emergency action plan in line with health and safety swimming pool management guidelines.
* Check water temperatures and make records on a weekly basis. Manage the site legionella procedures, including the control, prevention and accruement of testing requirements from outside agencies as required by health and safety policy.
* Manage the academy fire and emergency plan including testing, record keeping and the updating of the site fire risk assessment in conjunction with the site health and safety designated person, the fire safety officer and in accordance with health and safety policy
* Assist in fire drills once per term.
* To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
* To carry out first line repairs and maintenance where requested.

Assessments

* To act on surveying assessments for electrical, mechanical and structural surveys prioritising areas within the reports that have been identified.
* Make regular inspections of the premises and draw to the attention of the Assets and Estates Manager any repairs or maintenance work required at the site.

Heating Systems

* Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.

Grounds Maintenance

* Manage the grounds maintenance contract, ensuring contractors fully comply with site health and safety and wellbeing requirements, contract specifications are monitored and undertaken to the required standard.
* Ensure that external litter bins are emptied frequently and the site is kept clear of litter and animal excrement.
* Snow clearing and gritting of all essential paths as required.
* Ensure that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean.

Transport

* Maintain the Academy’s vehicles, ensuring daily safety checks are completed on all vehicles and logged
* Organise and arrange the necessary servicing and maintenance of all vehicles
* Ensure all vehicles are legally compliant for use, including tax, MOT etc

Finances

* Be responsible for the purchasing of goods and services in line with the Finance Policy
* To be responsible for the purchasing of smaller items and materials and obtaining receipt for VAT purposes.

General Responsibilities

* To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
* Ensure that the premises are open for use both during school hours and any extended provision, and ensure the security of the building at the end of occupancy.
* Manage the cleaning programme for the whole academy building
* Ensure that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc) are available
* Carry out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
* Exercise judgement in assessing and carrying out minor repairs.
* Work and co-ordinate with site staff, cleaning staff and contractors during the academy holidays to undertake ‘deep’ cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.
* Be responsible for the safe porterage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage.
* Organise the disposal off-site of rubbish and broken equipment
* Reporting to the senior leadership team any malicious internal/external vandalism.

**Main Duties – Business Administration**

Office

* Act as a lead for Business Support services within an academy office and across the wider academy, ensuring that services are provided efficiently and effectively
* Ensure, in liaison with the Head of Academy, that workflow within the office is well managed
* Ensure that cover is provided within the office during academy opening hours, and at key times at the beginning and end of the day
* Line manage the academy Business Support Staff
* Provide advice and support to business support staff over a range of business support tasks
* Undertake a range of duties within the academy office to ensure all tasks are carried out proficiently
* Prepare documents using a variety of computer software packages
* Prepare reports and returns for external agencies
* Provide administrative support to senior staff, including monthly returns
* Provide information to the COO/HOA/ TBM/ senior staff as required
* Refer matters of concern to the Head of Academy, or other member of senior staff, to ensure that issues are addressed and resolved promptly

Finance

* Undertake financial tasks, including processing of orders/ invoices/ petty cash as required, using the Trust’s computerised finance system
* Ensure month end procedures are carried out effectively and in a timely manner in conjunction with the Trust Finance Lead

HR

* Ensure that all HR information is recorded accurately and in a prompt manner, using the SIMS database.
* Maintaining the SCR, monitoring and recording all necessary clearances for those accessing academy pupils and site
* Monitor and report on staff absences across the academy, highlighting areas of concern to the Head of Academy
* Manage the Sickness Absence Review monitoring process.
* Maintain personnel files in line with Trust requirements.
* Ensure that staffing records and returns are dealt with in a timely manner, to facilitate correct staffing information eg with regards to payment of salaries by payroll etc
* Oversee the use of SIMS for pupil data, ensuring that information provided is accurate and timely.

Examinations

* Undertake the role of Examinations Officer, where appropriate, in relation to the following
  + ensure that external examinations are conducted in accordance with national requirements of JCQ
  + work in conjunction with academy assessment lead and subject leaders to ensure that students are entered for qualifications prior to entry deadlines, via the SIMS examinations module
  + manage the appointment and deployment of exam invigilators
  + ensure that cover is available when examination results are released, to enable students to collect their results from the academy

In addition the post holder will:

* Attend and participate in training and development courses as required
* Display courteous and professional behaviour at all times
* Be an effective role model for the standards of behaviour expected of students
* Treat pupils consistently with respect and consideration
* Work collaboratively with colleagues across the academy as part of a professional team
* Work within Trust policies and procedures
* Recognise equal opportunities issues as they arise in the academies and respond effectively, following Trust policies and procedures
* Build and maintain successful relationships with students, parents/carers and staff
* Other duties as requested by the Head of Academy, or other senior staff, commensurate with the grade

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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