**JOB DESCRIPTION**

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**OVERVIEW**

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| **Job Title**  | **WRAP AROUND (Breakfast/After School) CLUB SUPERVISOR** |
| **Closing Date**  | 12 noon, ???????? 2020 |
| **Interview Date**  | To Be Confirmed |
| **Salary / Scale**  | £18,065 - £18,426 (FTE) (*the salary will a pro rata of the FTE)*NJC Scale points 3 - 4 (Grade D)  |
| **Contract type:** | Permanent, Part Time (??? hours), Term Time only (38 weeks) |
| **Purpose of the Position**  | To be responsible for the effective management of the school’s administrative systems together providing a high quality administrative support to the Headteacher. Act as first line of contact for the Head and liaise with the Trust centralised functions, other schools within the wider Trust, parishes, parents and other agencies. Lead and manage the school’s administration systems and resources ensuring all requirements are maintained. |
| **Key Responsibilities** | Management of all school administrative processes and systems including admissions, school census returns, pupil databases, office procedures, attendance & absence, liaison with parents, Trust centralised team and the Local School Committee. Ensure adherence and compliance with all statutory and centralised Trust requirements. Provision of confidential secretarial/administrative service for the Headteacher.This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually. |
| **Responsible to:** | Head Teacher |
| **Accountable to:** | Head Teacher |
| **Responsible for:** | Wrap Around Club Assistant (s)  |

## MAIN RESPONSIBILITIES

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| 1. **Main Duties**
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| * Be responsible for establishing and managing all school administration systems and operational procedures to enable the school to function effectively.
* Be responsible for the administration of the school’s admissions policy including pupils to Reception, mid-year transfers and Year 6 transition to secondary school liaising with Local Authority, other schools, parents and other agencies.
* Be responsible for planning and coordinating all educational visits liaising with teachers, external agencies, Trust finance and parents.
* Ensure all pupil databases and other MIS systems are updated including SIMs and Parentmail.
* Maintain and run booking system for parents’ evening and other events
* Ensure pupil attendance is monitored following up individual absences in accordance with school’s absence policy.
* Be responsible for the arrangements of all school external activities including swimming lessons, music tuition, book fairs, school uniform, school photographs etc.
* Promote the schools to a range of audiences and raise profile within the local community
* Create marketing leaflets and signage as appropriate
* Create and publish school newsletters
* Liaise with local parishes to ensure the schools are represented in their newsletters as appropriate
* Lead on school events, including marketing, set up and evaluation
* Liaise with Trust Finance regarding all budget and finance transactions, utilising SAGE software as appropriate.
* In liaison with Trust HR, manage the recruitment of staff, volunteers and students on placement ensuring all pre-employment checks, induction and appropriate paperwork completed and returned to Trust HR and payroll.
* Administer, record and return to Trust HR staff absences, employee contractual information, Single Central Record and all changes to staff pay and/or circumstances.
* Liaise with Trust HR and payroll provider regarding salary changes every month ensuring timely and accurate returns for payroll processing.
* Liaise with Trust central operations ensuring appropriate insurance for the school.
* Maintain oversight of school resources (fixed and consumable) ensuring photocopiers and school IT equipment is appropriately maintained and fit for purpose in liaison with the Trust Central Operations.
* Be responsible for the effective administration of the school’s wrap around care (breakfast and after school clubs).
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| 1. **Safeguarding and Health & Safety**
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| * Ensure adherence to all Trust and school’s policies but particularly regarding safeguarding, health and safety and GDPR.
* Provide immediate First Aid to any child attending the club and liaise with the School Office Manager
* Liaise with parents or guardians who require collection from wrap around club due to illness or injury.
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| **3. Professional Development** |
| * Keep up to date with all legislative changes linked to safeguarding, first aid and food hygiene in an educational setting.
* Participate in the school’s performance management (appraisal) process.
* Participate in further training and development to improve own professional development.
* Participate in appropriate training provided by either the school or the Trust.
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| **4. Working with Colleagues and Other Relevant Professionals** |
| * Work in close collaboration with the school administrative team to support the Head Teacher provide a safe and caring environment for school pupils either before/after school.
* Communicate, collaborate and work effectively with colleagues, the Head Teacher, school’s senior leadership team, parents, Governors and other external agencies where appropriate.
* Develop effective professional relationships with colleagues, school’s Leadership Team, central Trust team and other schools within the Trust.
* Be aware of the Trust’s objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.
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| **5. Personal and Professional Conduct.** |
| * Preserve the integrity and confidentiality of all people encountered as part of this role.
* Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
* Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
* Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.
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| **6. Any Other Duties** |
| The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.The post-holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy in relation to employment and service delivery. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust’s Strategic Executive Lead (Chief Executive Officer). |



**PERSON SPECIFICATION**

1. **TRAINING AND QUALIFICATIONS**

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualified Teacher Status | **√** |  | App form |
| Master’s degree (or equivalent) |  | **√** | App form |
| Degree | **√** |  | App form |
| Recent participation in professional development | **√** |  | App form |

1. **EXPERIENCE**

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|  | **Essential** | **Desirable** | **Evidence** |
| Substantial experience of effective practice (minimum 4 years) | **√** |  | App forminterview |
| Proven evidence of being a highly effective practitioner | **√** |  | App forminterview |
| Evidence of previous school improvement experience |  | **√** | App forminterview |
| Evidence of using innovative approaches to the development of teaching reading, including strategies for formative and summative assessment | **√** |  | App forminterview |

1. **SKILLS AND KNOWLEDGE**

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|  | **Essential** | **Desirable** | **Evidence** |
| A current driving license. | **√** |  | App form |
| Experience of developing the role of support staff to improve outcomes for learners |  | **√** | Interview |
| Experience of using Microsoft office suite for the purpose of reporting |  | **√** | Interview |

1. **EQUALITY, INCLUSION & SAFEGUARDING**

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|  | **Essential** | **Desirable** | **Evidence** |
| Evidence of ability to integrate equality and safeguarding policies into service delivery | **√** |  | interview |
| Evidence of a strong commitment to inclusion with high expectations of all learners | **√** |  | Interview |
| Experience of implementing strategies for social inclusion |  | **√** | Interview |

1. **PERSONAL QUALITIES**

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|  | **Essential** | **Desirable** | **Evidence** |
| Strong interpersonal skills | **√** |  | interview |
| Commitment to empowering others rather than attempting to control process and outcomes | **√** |  | interview |
| Committed to continued professional development of self and others | **√** |  | Interview |
| Demonstrate ability to remain calm and work under pressure whilst prioritising effectively . | **√** |  | Interview |
| Ability to deal sensitively with people and resolve conflict | **√** |  | Interview |
| Commitment to maintaining confidentiality at all times | **√** |  | Interview |
| Commitment to safeguarding and diversity. | **√** |  | Interview |

1. **CONFIDENTIAL REFERENCES AND OUTCOMES**

**Applicants must be able to positively provide the following information if successfully appointed:**

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| At least 2 written professional references |
| Confirmation of professional and personal knowledge, skills and abilities  |
| Positive recommendation from current employer or training organisation |
| Satisfactory health and attendance record |
| Satisfactory enhanced DBS check and other pre-employment checks as required |

**HOW TO APPLY**

Further information about the School can be found at: (SCHOOL WEBSITE) or about the Trust on the Trust website: [www.olicatschool.org](http://www.olicatschool.org)

A candidate pack and application form are available by contacting the Trust HR Director either by:

* Telephone: 07725 067647;
* email: TrustHR@olicatschools.org or
* by downloading from the Trust website (see above).

If you wish to either visit the school or speak to the Head Teacher, please contact the school by: (INSERT CONTACT DETAILS)

Completed applications to be sent to Mrs Jo Brake-Oakes, Trust HR Director/or Headteacher at TrustHR@olicatschools.org no later than 12 noon on (DATE).

Interview arrangements will be confirmed in due course.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.







For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)