

Esher Learning Trust Overview of Operational Responsibilities at St Andrew's Primary School

Academy Business Leader					
Payroll/HR	Finance	General Office	GDPR/Marketing	Compliance Monitoring	Estate Management
Academy HR Manager	Academy Business Leader - Supported by Assistant ABL (Finance)	Office Manager/Local SBM	Academy GDPR/Marketing Manager	Academy Compliance Manager	Academy Business Leader - Supported by Assistant ABL (Premises)
Providing HR advice to the HTs in line with MAT Policy, seeking advice from Personnel SLA provider as appropriate/ Placing adverts for positions within the approved budget as directed by the HTs/ Approval for changes to the staffing structure in year must be referred to the Trustees by the Academy Business Leader as per the Scheme of Delegation/ Support production of local policies as per the Scheme of Delegation within the area of responsibility	<p>Approval for changes to the budget in year must be referred to the Trustees by the Academy Business Leader as per the Scheme of Delegation. Support production of local policies as per the Scheme of Delegation within the area of responsibility.</p> <p>Assistant ABL has specific responsibility for: School Fund banking. Period End procedures for School Fund including bank statement reconciliation. Supporting the Admin Assistant Level 1 within the Finance Function.</p>	PA to HTs, Office Line Manager, manages the SIMS database for Staff and Students including all associated statutory returns/First Aid/ Admissions/ Support production of local policies as per the Scheme of Delegation within the area of responsibility	First point of contact for GDPR advice/ MAT communication/marketing ensuring consistency where appropriate across all platforms and locations in line with MAT Strategy/policy (GDPR/Marketing Tasks are prioritised across the MAT by the ABL within the time available). Support production of local policies as per the Scheme of Delegation within the area of responsibility	Records Management advice in line with the Information and Records Management Society (IRMS) Information Management Toolkit for Schools. Completion of the Compliance Tracker for all areas, sourcing appropriate information from each school to support this	<p>Estates Management - in excess of in year requirements, support with statutory/legislative advice in year/Support production of local policies as per the Scheme of Delegation within the area of responsibility</p> <p>Assistant ABL has specific responsibility for: Delivery of in year requirements to support good estates management and all related areas of statutory/policy compliance, including those related to H&S. Lettings Management. Supporting the Caretaker and Admin Assistant Level 1 within the Estate management function.</p>

Key: Green refers to Esher Learning Trust Post/Function

Blue refers to St Andrew's Post/Function

Esher Learning Trust Overview of Operational Responsibilities at St Andrew's Primary School

Office Manager /Local SBM	Finance Assistant	Admin Assistant – Level 2	Office Manager /Local SBM	Staff responsible for the area of compliance - Teaching and Support staff as appropriate	Caretaker
On site recruitment procedures to point of appointment i.e. providing application packs to HTs, organising interviews and supporting practical requirements for delivery of these/DBS and SCR for all stakeholders as appropriate/ Monthly payroll returns - recording absence, additional hours, changes in contracts as directed by the HR Manager/ Booking supply cover within the approved budget as directed by the HTs	Processing Invoices, raising payments/reimbursements to parents/staff and external providers/dealing with supplier queries. Reconciliation of main school bank account, interrogation of control accounts and explanation of contents within pre-set parameters.	Reception/Dinner Money/Attendance /General administrative support for the Office Manager e.g Car Park Permits, Admissions	Communication/Newsletters/Day to day updating of website in conjunction with Tech support. Ensuring GDPR compliance in the administrative function.	Staff who are responsible for an area of compliance must provide the relevant information to support compliance monitoring when requested	Cleaning and general maintenance of the building grounds, with the support of contractors, including the Swimming pool in the Summer Term. Practical approval of lettings enquiries. Approval for Licences and Leases must be referred to the Academy Business Leader
	Admin Assistant Level 1	Admin Assistant Level1			Admin Assistant – Level1
	Processing orders, booking coaches for school trips, assisting with calculating costs of trips/ putting trips on to the electronic payment system	Reception/General administrative support for the Office Manager			Supporting the Caretaker booking/chasing required services. Initial contact for Lettings enquiries

Key: **Green** refers to Esher Learning Trust Post/Function

Blue refers to St Andrew's Post/Function