

Support Services Manager Job Description

Job Title	Support Services Manager – GLC Primary Academy
Grade	LGPS Band 7, within the range 30-35 [£30,229 - £35,065] pro rata
Contract	37 hours per week, term time, plus negotiable additional weeks
Reports to	The GLC CEO
Job Purpose	<p>To ensure the efficient and effective running of all support services throughout the academy so that the GLC mission statement and values can be fully achieved;</p> <p>To work with the Head of School, CEO and Finance Director to contribute to the ongoing strategic development of the academy and the wider GLC.</p>
Main Functions	<ol style="list-style-type: none"> Line-management as follows: <ul style="list-style-type: none"> Office staff; <ul style="list-style-type: none"> - Overseeing all functions and monitoring performance; - Maintaining job descriptions - Conducting performance management reviews - Holding half-termly planning meetings - Holding 1-2-1 meeting as necessary Site staff [as appropriate] <ul style="list-style-type: none"> - Overseeing all functions [including Health and Safety] and monitoring performance; - Maintaining job descriptions - Conducting performance management reviews - Holding half-termly planning meetings - Holding 1-2-1 meeting as necessary - Maintain continuity of service between shifts - Conduct weekly environment / Health and Safety walks with the caretaker for the early identification of issues and to ensure the necessary legal compliance; Catering staff/ services [as appropriate] <ul style="list-style-type: none"> - Overseeing all functions and monitoring performance; Cleaning staff/ services [as appropriate] <ul style="list-style-type: none"> - Overseeing all functions and monitoring performance; Routines <ul style="list-style-type: none"> - To maintain accurate daily timetables for the curriculum and each member of staff; - To establish duty rotas for before and after school, break and lunchtimes. - Brief staff as necessary at the weekly staff briefing; - Attend the weekly SLT meeting to discuss operational matters;

	<p>3. Finance</p> <ul style="list-style-type: none"> - To liaise with the GLC Finance Director as required; - To ensure all aspects of the GLC Financial Regulations are understood and adhered to as necessary; - To be responsible for allocated budgets; - To place orders as necessary; - To ensure that the purchase-order system is implemented in-line with GLC requirements; - To oversee the collection of monies and to ensure they are secured safely; - To arrange for cash collections as necessary; <p>4. HR</p> <ul style="list-style-type: none"> - To liaise with the GLC HR Manager as required; - To support the recruitment process as required; - To operate the SIMs Personnel Software to maintain accurate and comprehensive personnel records; - To maintain the Single Central Record; - To conduct return to work interviews in-line with the GLC Staff Attendance Improvement Policy; - To provide reports to the HoS and CEO as necessary; <p>5. Cover</p> <ul style="list-style-type: none"> - Receive calls from absent staff and set cover as required each day; - To liaise with the HoS regarding leave of absence requests;
General	<ul style="list-style-type: none"> - To understand and apply all relevant GLC policies; - To act in-line with the GLC values at all times; - Attend relevant meetings as required; - To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace - Ensure that all duties and services provided are in accordance with the GLC's Equal Opportunities Policy and GLC Safeguarding Policy <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.</p>

Signed.....

Dated