



**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

Lawn Manor Academy require an

Resources Manager

to start in Easter 2020

Scale K Point 24-26 (£32,029-£33,799)

Full time 52 weeks per year

Deadline: 9am Monday 24th February 2020



Lawn Manor Academy
Salcombe Grove
Swindon
Tel: 01793 427742



Dear Applicant

Thank you for your interest in working for [Lawn Manor Academy](#), part of the Royal Wootton Bassett Academy Trust. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

Lawn Manor Academy is part of the Royal Wootton Bassett Academy Trust (RWBAT). The RWBAT is built around 'Excellence in Education'.

We achieve Excellence through compassion, respect and ambition.

- Compassion: to understand and recognize the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.
- Respect: for the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.
- Ambition: for the community for the future, it's economic development, it's safety, it's ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

Together the Schools strengthen each other, sharing good practice and building capacity for all. If you want to be part of our vision, mission and values, and you are willing to go the extra mile to make a real difference to children's lives, we would be pleased to receive your application for employment with us.

We are seeking to recruit creative and forward thinking candidate to work alongside the Senior Team managing the support aspects of the school. The right candidate will have:

- experience of working in a school environment or similar field in HR, H&S or facilities
- have completed or willingness to undertake relevant training
- leader qualities; able to inspire and motivate others

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

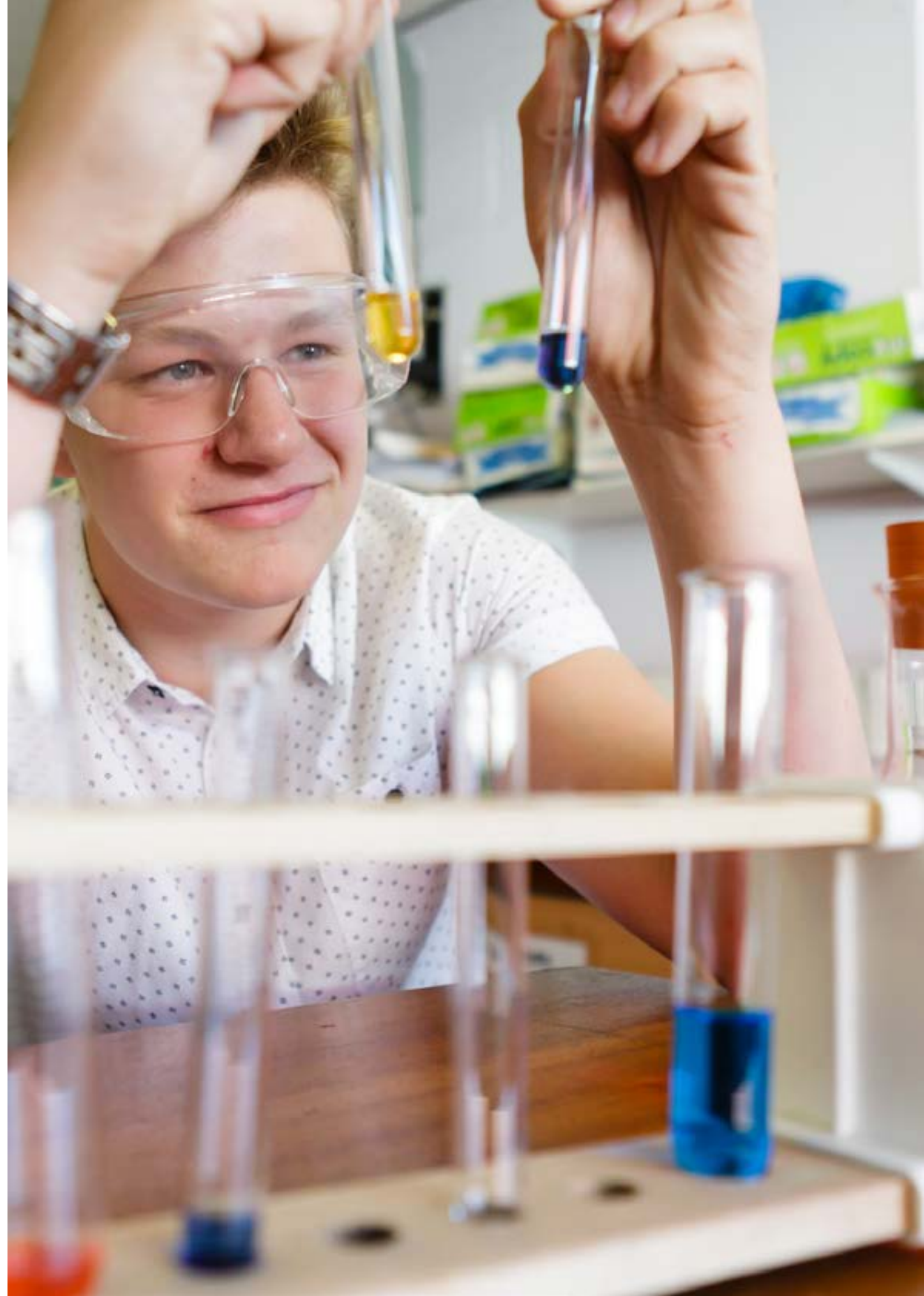
References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

I look forward to reading your applications.

Yours sincerely
Sandra Muir
Headteacher

George Croxford
CEO



Job Description

Reports to: Headteacher and Trust Executive Team

Purpose:

To provide daily oversight to ensure effective support functions of the school through planning, monitoring and supporting systems and procedures including administration, facilities, health and safety and HR. To work in collaboration with the Trust central team including HR, Finance and Commercial.

Key Accountabilities:

Personnel

- Oversee all personnel matters within the school seeking advice from Trust HR where appropriate
- Oversee management of administrative processes for payroll, starters, leavers and contract variation ensuring Trust HR are informed
- Leading on HR projects under consultation with Trust HR
- Weekly HR reports prepared for the SLT
- Monthly reports to Trust HR on absence, recruitment and sickness
- Responsible for provision of appropriate staff development for support staff
- Responsible for annual review of support staff JD
- Responsible for compliance and maintaining the Single Central Record (SCR)
- Undertaking sickness monitoring meetings

Premises

- Oversee work of site team and ensure appropriate records are maintained
- Liaison for major capital projects with the Trust Commercial Manager
- Line manage site team and ensure rolling programme of repair works ensuring health and safety for pupils and staff
- Plan all work to minimise disruption to Teaching & Learning (T&L)
- Prioritise projects in-line with the School Improvement Plan (SIP)
- Ensure all statutory regulations are adhered to
- Day to day management of lettings
- Liaise with the Trust Commercial Manager on any service contracts including cleaning & catering

Administration

- Have responsibility for the administrative procedures and H&S requirements for Trips
- Ensure appropriate liaison with the Clerk to Governors and Trust Central Teams
- Ensure sufficient resources including audio visual equipment are maintained
- Annually review the critical incident plan, business continuity plan and staff emergency contact procedures are in plan
- Annually review the emergency evacuation procedures

External relations

- Monitor and maintain use of outside lettings
- Ensure lettings are cost effective
- Liaising with community/residents as appropriate
- Ensure school events are publicised
- Marketing and promotion of the school and its facilities
- Manage day to day procurement process, including securing appropriate service contracts, licences and insurance

H&S

- Work in partnership with the Trust to formulate, monitor and implement and review the school’s health and safety policies and procedures
- Responsible for day to day execution of Health and Safety policies
- Ensure staff are appropriately medically trained
- Responsible for managing risk, risk registers and procedures

Other

- To adhere to the ethos of the school by promoting agreed vision and aims and setting an example of personal integrity and professionalism

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.



Management of People

- Supervision of support staff
- Line management responsibility for some staff groups

Creativity and Innovation

- Contribute to policy and initiatives
- Manage school support staff and makes decisions in relation to delivery of administrative services

Person Specification

Criteria which will be measured at application and interview

Knowledge and Skills

Essential

- Experience of school administration and site
- Relevant qualification to level 3 minimum, including CSBM or equivalent or willingness to undertake.
- Excellent personal skills, able to motivate and persuade, liaising with external bodies dealing with sensitive information
- Ability to work constructively as part of a wider team
- Ability to plan and manage your own workload
- Excellent organisational skills
- Ability to use initiative to respond to and resolve a range of long term problems
- Commitment to and ability to support the ethos and values of the school and Trust
- Good IT skills

Desirable

- Experience of HR systems and services including recruitment, a commitment to equality and a willingness to undertake training as required
- Experience of maintaining Health & Safety records and systems and knowledge of H&S legislation
- Experience of implementing new systems including IT
- Experience of managing a range of staff over a number of work areas
- Project management experience

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).





How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: 9am Monday 24th February 2020

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: TBC

Completed application forms should then be returned marked confidential to the following address:

Esther Newman
Head of HR
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

Or email: recruitment@lawnmanor.org

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Royal Wootton Bassett Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Application Form: [Click here](#)

Royal Wootton Bassett Academy Trust website: [Click here](#)

