

**Virginia Primary School**

**School Support Leader**

**Purpose of the role:**

To enable successful learning and teaching across the school through supporting the head and staff team by:

* Ensuring the smooth and efficient running of the school office and of the schools financial, administration, personnel, premises, business and support services.
* Contributing towards the caring, inclusive and child-centred ethos of the school by living out the schools values through daily contact with families, children and the wider school community.
* Meeting with the head teacher and any other relevant members of the leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to financial, administration, premises, business and support service matters including identifying priorities and contributing to strategic planning in line with the ethos of the school and the School Improvement Plan.
* Line management of office staff and organisation of support staff across the school in accordance with school policies and practices.

**Finance:**

* Assisting in the preparation and planning of the school’s annual budget.
* Ensuring that the budget is administered and monitored in accordance with the needs of the school. This will include closing the annual budget accounts, reconciling final accounts in line with consistent financial reporting (using RM Finance).
* To be responsible for strategic planning aspects, including all financial implications and ensuring the school makes best possible use of the resources available.
* To establish, operate and maintain the school’s budget and accounts, including school fund, school journey and other accounts.
* To reconcile the monthly payroll (ensuring that requested changes to payroll have been implemented, codes are correct, payroll is reconciled providing on-going actual and projected costs to the head teacher)
* Ensuring adequate accounting and other financial systems are in place and operated, including the payment of invoices and monthly reconciliations (including payroll as above, VAT and bank accounts, school lunches)
* Ensure efficient arrangements are in place for the collection and banking of monies including school lunches. Liaising with outside agencies and parents/carers regarding financial matters.
* Providing accurate and up to date financial advice, information and reports to budget holders, the head teacher, Governors and LA as required.
* Arranging and supervising the school’s contracts and Service Level Agreements with external suppliers of administration and financial services.
* Ensuring that the school achieves value for money in the execution of its activities, managing procurement and ensuring orders are placed in accordance with regulation.
* Ensuring the presence of adequate financial controls at all levels, agreeing and implementing audit recommendations and accounting correctly for VAT.
* Attending and contributing to the Governors Finance and Resources Committee
* Ensuring adherence to the National and Council’s Financial Regulations and the school’s Financial Procedures, including preparing evidence of our practice to governors in line with the ‘School Financial Value Standard’.

**Personnel:**

* To liaise with the schools HR providers (EPM/Sandra Connington) as required and undertake regular training through their organisation to ensure up to date knowledge of personnel policies and practice.
* To co-ordinate all support and teaching staff recruitment including the placing of advertisements in appropriate journals, newspapers and the internet
* To be responsible for the effective administration of the recruiting process ensuring Criminal Records Bureau disclosures, references, qualifications and other relevant personnel material are sighted and checked.
* To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential
* Ensuring the Single Central Record is up-to-date and held in line with the latest borough and Ofsted advice.
* Managing the Sickness Absence procedure including inputting data to school and payroll systems and providing reports.
* To liaise with teacher supply agencies and their staff and to ensure appropriate safeguarding.
* To liaise with payroll about changes to staff hours and duties, including overtime. To prepare and process additional hours and pay claims on a monthly basis
* Ensuring adequate personnel systems are in place and to implement these including salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries, absence returns and confidential files.
* To support staff in matters of health and well-being through being the main point of contact for sign posting to other services.

**Premises:**

* To line manage the premises staff and ensure the maintenance of all school buildings, ground and utilities, ensuring that any repairs are promptly and properly carried out.
* To oversee the management of facilities including use of facilities by outside agencies.
* To oversee the management of building works by liaising with G4S, chosen contractors and Tower Hamlets Schools.
* To keep an updated record of school assets through Parago and by regular meetings with the premises manager. This includes managing the safe disposal of equipment and replacement of assets as required.
* To liaise with the premises manager with regard to statutory Health & Safety obligations for the school site and any day to day issues relating to the smooth running of the school.
* To work with key services and personnel at the London Borough of Tower Hamlets to ensure that the school complies with all health and safety regulations. This includes ensuring regular fire practices and training for staff.
* To ensure risk assessment for all key areas of the school are in place and regularly reviewed.

**Out of School Hours Learning:**

* To lead on the management and organisation of before school and after school clubs with support from the head teacher.
* To liaise with sports coaches and external providers to ensure provision is timely and well deployed.
* To lead on the management of volunteers at lunchtimes and liaise with appropriate teachers/support staff regarding their work.

**Equalities and Parental Support**

* To promote equality for all by actively upholding the schools single equality policy.
* To work with the head teacher and parent support leader in identifying and supporting vulnerable children and families.
* To line manage the parent support leader and support her activities in engaging with families.
* To support the deputy head in delivering the aims set out in the single equality policy.

**General Management and Administration:**

* Promoting the school to parents, visitors and the wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, by telephone, or via email; ensuring the provision of a welcoming, tidy and efficient school office and reception area; establishing and maintaining good working relationships with the whole school community.
* Ensuring that the school’s policy for safeguarding is applied (overseeing the admittance of visitors).
* Meet with the head /deputy head weekly to go through the diary and identify key events and responsibilities for the week ahead; provide an update on relevant information.
* To maintain the school’s electronic diary
* To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, including our catering service, lunchtime staff and rubbish collection.
* Promoting the school and advising parents in relation to admissions and casual admissions into the school; co-ordinate parental visits; manage admissions and liaise with Tower Hamlets Pupil Services.
* To support the EYFS leader in managing admissions to nursery.
* Preparing and submitting returns to appropriate bodies in line with LA and national requirements (including EYFS, school workforce, Statutory Assessments and the census).
* Ensuring that computerised Management Information Systems and records are maintained and kept up to date, and that these are developed commensurate with the needs of the school, including: absence, school lunches, SEN register, staff and children’s details.
* Ensuring adequate systems are in place for recording, monitoring and reporting of attendance and punctuality information in line with the school policy and ensuring that pupils’ records are maintained.
* To liaise with the school’s Attendance and Welfare Officer to maximise pupil’s attendance.
* Support the head teacher with correspondence, policy documents and publications as required.
* Advising and assisting the head teacher with all Service Level Agreements and other contracts and in monitoring these services, including the school’s catering and PFI services.
* Leading on the organisation and resourcing of school special events (family learning day, governors’ lunches, fund raising activities for example).
* To liaise with the school’s educational visits coordinator to facilitate school trips and the annual school residential journey – including appropriate travel and financial arrangements.
* To liaise with appropriate staff to maximise sources of income.
* Undertaking any other relevant duties within the competence of the post holder at the request of the head teacher.