Dear prospective applicant,

Thank you for expressing an interest in this key vacancy at our college. The College has been serving the community since 1950 and continues to be a ‘Good’ school after last being inspected in May 2019. The inspectorate also agreed with our self-evaluation that leadership and management was outstanding.

This role is looking after the support functions of the college including staff. You will see from the diagram below that support staff management and leadership is spread out across the senior team but this role will touch on all areas of the college.

We are a PFI school and outsource our major services to third parties and the successful candidate will have responsibility for the management of these on a daily basis. These are G4S for site etc, Aspens for catering and Capita for IT.

This is a senior role and you will be part of a team that is striving to make this college a great one. We are not only looking for someone that has the knowledge, skills and experience to do the job but also someone that aligns with our values. How we lead is as important as the direction we are taking staff in. You need to have the emotional intelligence to deal with sensitive matters with clarity as well as trusting those around you to deliver and when needed have tough love conversations to improve delivery.

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society.

This position is pivotal to achieving that as it knits together all of the support services that allows teachers to teach and students to learn. It doesn’t come without its challenges though, as leading in a climate of ever increasing accountability and diminishing resources is extremely challenging but I truly believe that when leaders lead by staying true to their values, the impossible becomes possible.

You will see from our site that our three key values permeate all that we do and have allowed us to grow from strength to strength:

**Aspiration -** Be the best you can be

**Commitment -** Do what it takes for as long as it takes

**Success** - Be ready to take on the world

The successful applicant will be part of the senior leadership team. As Principal, it has always been my philosophy to grow and nurture new talent so that we create the next generation of leaders, it is something that I have done throughout my career, and this role will support the successful individual on their journey.

If you have high aspirations for children from deprived backgrounds and experience of delivering educational excellence by providing a high quality education for the most vulnerable of students as well the business acumen to know how external services contribute to making this happen, we would like to hear from you.

To assist you in the decision making process we have organised two information evenings, please contact my PA Jo Amey by email [jamey@crownhills.leicester.sch.uk](mailto:jamey@crownhills.leicester.sch.uk) to confirm your attendance:

Information Evening 1 – Tuesday 26th November 5.30pm

Information Evening 2 – Thursday 28th November 5.30pm

Deadline for applicants is 9am 6th December 2019.

Yours sincerely,

Mr F Adam(**Principal)**

**Support Staff Line Management Structure 2020 onwards**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AP Behaviour** | **AP SG and Careers** | **AP Exams and As** | **AP Teach and Lear** | **AP Sports College** | **VP Curriculum** | **Strategic Business Resource Manager** |
|  |  |  |  |  |  | **Finance Business Manager**  **G4S(Site)**  **Principal’s PA**  **Faculty Adminx3**  **Finance Officer x2**  **Aspens(Catering)**  **Office Manager**  **Lettings Manager**  **Admin x 2**  **1st Aid**  **Repro x 2**  **Capita(IT)** |
| **Inclusion x3** | **Welfare officer** | **Exams Officer** | **Library** | **SSPAN Manager** | **Cover Manager** |
|  |  |  |  |  |  |
| **Behaviour Steward** | **Counsellor** | **Admin x3** |  | **Admin x 5** | **Cover Sup x 5** |
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|  | **Careers** |  |  |  |  |
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| **Heads of Faculty/HOY with direct line management responsibilities of support staff** | | | | | | |
| **EAL** | **SENCo** | **PE** | **DT** | **Science** | **HOY x5** | **Expressive Arts** |
|  |  |  |  |  |  |  |
| **TA’s x5** | **Admin x1** | **Technician x1** | **Technician x1** | **Head Technician** | **AHOY x5** | **Technician x1** |
|  |  |  |  |  |  |  |
|  | **TA’s x6** |  |  | **Technician x2** |  |  |
|  |  |  |  |  |  |  |
|  | **TA’s x5** |  |  |  |  |  |

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| **Direct Line Management and Responsibilities in a nutshell (4 direct Line managent + 3 Service Level Agreements)** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Office Manager** | **IT Manager** | **Finance Business Manager** | **Capita(ICT)** | **G4S(Site)** | **Aspens(Catering)** | **PA to Principal** |  |
| **Admin x2** | **IT** |  |  |  |  |  |  |
| **First Aid** |  | **Finance Admin x2** |  |  |  | **Faculty Admin x 3** |  |
|  |  |  | * Responsible for Health and Safety * Responsible for Risk Assessments and meeting the needs of students with medical needs * Responsible for G4S, Capita and Aspens delivering their service level agreement * Strategic overview of support and Finance * Ensure Line Management is robust and fair across all areas of support staff * Responsible for Data Control and GDPR * Support Principal with HR | | | | |
|  |  | **Repro x2** |
|  |  |  |
|  |  | **Lettings Manager** |