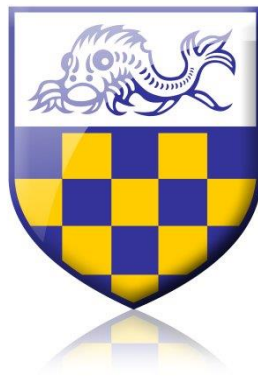


**Longhill High School
Rottingdean
Brighton**



Information Pack 2024

Admin and Cover Manager



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

October 2024

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachelle Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role D

SECTION: Schools

1. PURPOSE OF JOB

Organise and supervise administrative systems as required. Contribute to the planning, development and monitoring of support services and / or management of support staff, including co-ordination and delegation of relevant activities.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- **Take a lead role in** planning, development, design, organisation and monitoring of support systems / procedures / policies
- Keep operating procedures under review to identify areas of potential development and / or improvement and make recommendations
- Where appropriate: **manage support staff; liaise between managers / teaching staff and support staff; hold regular meetings with managed staff; undertake recruitment / induction / training / mentoring for other staff**

Administration

- **Take a lead role in the development and maintenance** of manual and computerised records / management information systems
- **Ensure that all administrative activities are carried out in accordance with school policy and procedures**
- Provide **detailed analysis and evaluation of data and produce reports / information** as required
- **Provide or oversee secretarial services for the Head Teacher, including maintaining confidential records, diary keeping and assisting visitors as required and producing and responding to complex correspondence**
- **Provide organisational and complex advisory support to other staff**
- **Attend and contribute to Governors' meetings**
- Attend and **take minutes at other meetings**, as required
- **Manage complex administrative procedures**, e.g. those relating to school meals, transport
- **Responsible for completion and submission of complex forms**, returns etc., including those to outside agencies, e.g. DfES

- **Manage** the administration of Payroll systems

Resources

- **Responsible for the selection and management of resources, including management of a budget and regular audit of resources**
- **Take a lead role in the recruitment of support staff and in managing associated employment procedures**
- **Establish work programmes and set work priorities for staff and resolve problems as required**
- **Monitor work performance, identify staff training needs, evaluate effectiveness of training and keep accurate records.**
- Provide advice and guidance to staff and others on **complex issues**
- Undertake research and obtain information to inform decisions
- **Take a lead role** in procurement and securing sponsorship / funding
- **Manage service contracts**
- **Oversee ordering procedures** and purchasing of supplies / materials / services ensuring levels are maintained
- **Manage school licences and insurance**
- **Take a lead role** in marketing and promoting the school
- **Ensure inventory checks are undertaken and appropriate records of furniture / equipment are maintained, authorising repair / replacement as necessary**
- Manage **facilities** including premises, lettings and associated income, building and projects etc
- **Manage** complex financial procedures, including:
 - taking a **lead role in planning, monitoring and evaluating** the budget plan
 - **management** of expenditure within agreed budget(s)
 - **managing, monitoring and reporting** of all Private Funds, ensuring legal compliance and arranging annual audit
 - **designing and setting up appropriate systems** for monitoring income, expenditure, cash flows and deposits, in accordance with procedures
 - **producing and presenting reports** for Head Teacher and Governors, interpreting information for non-specialists
 - **reconciling financial records** with bank statements and computerised printouts, bringing any significant anomalies / discrepancies to the attention of line manager
 - **preparing, or overseeing the preparation of,** financial statements, commitment accounts and any other financial activities within the school, devising financial systems to meet local needs when necessary
 - acting as **authorising officer** for financial transactions
- **Responsible for Health & Safety management in own area**

Responsibilities

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school

- **Develop** constructive relationships and communicate with other agencies / professionals
- **Share expertise and skills with others**
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Admin/Organisational Support Role D

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ **Level 4** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation

Experience

- **Several years** demonstrable experience of working in an office environment at a **senior level**

Skills & Abilities

- **Excellent** numerical skills to undertake a variety of tasks, e.g. **writing financial reports for external sources, budget monitoring and planning**
- **Excellent** literacy skills to undertake a variety of tasks, e.g. **contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding**
- **Skilled in the use of specialist equipment / resources**
- Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice
- **Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters**
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity, **diplomacy** and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality
- Able to work accurately and with attention to detail

- Alertness and concentration, e.g. **producing financial reports and forecasts, presenting information**
- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met
 - **Able to undertake medium term planning, e.g. for recruitment and selection**
 - **Able to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents**
 - **Able to identify potential difficulties / issues, analyse them and make recommendations**
 - **Able to negotiate and attempt to influence others, including external agencies, e.g. suppliers of goods or services**
 - **Able to prepare reports for Head Teacher / Governors**
 - **Able to prepare a range of financial information / documents / invoices, including those for external agencies**
 - **Able to check and reconcile expenditure and income information on computerised system against financial printouts**
 - **Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure**
 - **Able to present information at meetings for budgetary decision**
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities
- **Able to organise, lead and motivate other staff**
- **Able to plan and develop systems**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Admin and Cover Manager

The school's admin team/student service team is made up of 4 staff who work in a close and happy team. The team delivers first aid, reception cover, photocopying, admin support, pupil lockers, bus passes, free school meals, cashless school meal system (sQuid) and support to immunisation programs.

The Admin and Cover Manager will report to the School Business Manager and Deputy Head Teacher for different aspects of their role.

- Cover board– liaising with agencies to provide cover were necessary for teacher's absence and directing Faculty Assistants to cover internal lessons vis SIMS cover board.
- Work Experience – providing admin support for senior leaders to give year 10 students a valuable work experience.
- Staff Absence – reporting on absence and providing senior leaders with absence data.
- Staff handbook – keep up to date the staff handbook for staff for example updating telephone numbers and school structures.
- First Aid – arranging training updates and ensuring that there are enough first aiders within the school to keep our community safe. Applying the Medicines in School's policy and reporting on accidents to the Health and Safety committee and Brighton & Hove where necessary.
- Minibus – arranging for staff to be trained to be able to drive the school minibuses safely.
- New staff and leavers housekeeping – updating school systems to reflect school staffing.
- Student Services – providing a student focused team to support students (see above).
- School photo's – to organize annual photographs for pupils and staff
- Reprographics – maintaining a number of multi-function printers around the school building by liaising with our contractors and ordering supplies including paper.
- Immunisation program – liaising with the NHS to co-ordinate immunisation program for example HPV and year 9 boosters
- Achieve Organisation – liaising with an outside facility (Restore) to store student and staff records
- Reception – Inentry reception system and maintaining the Single Central Record for regular visitors and contractors.

The working hours for this role is 7.00 to 3.00 Monday to Thursday and 7.00 to 2.30 on a Friday.

Additional Salary Information

Salary

Please note that NJC salaries are calculated as per the following examples.

The Admin and Cover Manager works for 39 weeks per year (term-time only) and are paid for 45.25 weeks per year, which incorporates an element of holiday pay

Annual Full Time salary ÷ 52 weeks' x paid weeks per year (45.25) ÷ full time hours (37) x actual hours worked (37).

**Therefore, the starting salary for a
Admin and Cover Manager working
37 hours per week is:**

£32,076 ÷ 52 x 45.25 ÷ 37 x 37 = £27,912 rising to £31,891 per annum

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.