

Services Manager Job Description

Job Title:	Services Manager	Reporting to:	Principal
Contract	Full Time /37 hours per week	Salary	PO3 (Points 33- 35)

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is designated as a *Regulated Activity* and the post holder will be subject to number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the duties below under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

Responsibilities of all members of the Senior Leadership Team:

All members of the Senior Leadership team will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- To have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities.
- Treat all students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries as appropriate to their professional role within the College
- Having a regard for the need to safeguard students' well-being in accordance with statutory provisions. To ensure all students are safe at all times.
- Show a tolerance of and respect for the rights and beliefs of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- To have proper and professional regard for the ethos, policies and practices of the College and maintain high standards in your own attendance and punctuality
- To be accountable for achieving the highest possible standards in work and conduct.
- To act with honesty, integrity and work in the best interests of the students at all times.

Responsibilities And Duties Specific To Post Of Services Manager

MAIN DUTIES AND RESPONSIBILITIES

A. Strategic Contribution

- Making a major contribution to the strategic direction of the College as a member of the Senior Leadership Team
- Providing effective business leadership for the College with direct responsibility for budget management and business plans in line with the Trusts Service Provision document.
- To provide professional information and advice and make evaluations to aid Principal and SLT in financial decision making
- Developing mutually beneficial links between the school and the wider community.
- Leadership of the support staff group to ensure the day to day running of the College site is effective
- To manage the effective operations of the premises team, ICT Team, office administration to ensure support staff prioritise work as necessary to meet cyclical and other deadlines, needs of the Principal, SLT, other teaching staff and the LGB.

- To attend the EMET Services Manager meetings, representing the College and feeding back to the Principal and LGB as appropriate
- To be the College's contact with the Trust's appointed solicitors for all legal matters.
- Oversee publicity and community liaison to ensure the positive promotion of the College in the wider community
- Provide strategic direction of College IT provision working with the Network Manager
- To act as Data Protection, Lead for the school, ensuring compliance with UKGDPR, other applicable legislation, and internal EMET policies/procedures.

B. HR Management

- Be involved in such staff appointments as the Principal may determine. Carry out recruitment tasks (Job adverts and descriptions, interview programme, assessment activities)
- Ensure the appropriate checks for DBS are carried out and the Trust Single Central Record is updated and follow Trust recruitment procedures are followed for safer recruitment and right to work checks.
- Managing staff absence and reporting to Central Services Team as requested including maintenance of sickness returns, completion of monthly insurance claims, and statistical returns and recruitment administration
- Prepare and submit all information for payroll changes
- Ensure staffing issues are dealt with to deadlines and in accordance with conditions of service, HR policies and procedures
- Maintain accurate personnel files for all staff with responsibility for a robust archiving system and ensure accurate staffing details are kept on SIMs. Completion of the School Workforce Census return.
- Oversee effective appraisal of all support staff including implementation and the monitoring of support for individuals both formally and informally.
- To coordinate the induction of all support staff in line with safer recruitment and equality legislation and liaising with the EMET central HR team in line with EMET policies and procedures.
- To advise/ signpost all staff on HR, health and safety, welfare, and conditions of service matters consistently and fairly

C. Financial Management / Procurement

- To work with the Trusts Finance Business Partner with regard to monthly monitoring of College's budget to enable the Principal and LGB to be aware of the College's current financial position.
- Oversee ParentPay administration for the College.
- Support the Central Services Team with request for statutory submissions
- Ensure all PO/ invoices are authorised promptly.
- To ensure that all external and internal financial regulations and procedures are fully complied with.
- To line manage the process of receipt, record and reconciliation of all monies from students (e.g. school trips, activities week and all departmental income).
- Manage the banking of ad hoc cash and cheque payments via the cash collection service.
- To ensure that all ordering processes are completed fully and accurately. Oversight of raising purchase requisition for goods/services (excluding those on the exceptions list), supplier invoices are completed in a timely manner
- Ensure approval for all expenses claims are in line with policy and sent to Central Finance Team in a timely manner
- Keep accurate records of the use of the College credit card and communicate details to Central Services Team (monthly)
- To assist the Principal/Finance Director with the preparation of the College's annual budget for approval
- Provide PS Financials support to school staff as appropriate
- Value for money checks on service contracts
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and utilities not arranged by the central EMET team.

D. Premises /Project Management

- To implement risk management and loss prevention strategies in the school to reduce insurance costs, working with the RPA risk management team.
- Take a leading role to maximise income from Lettings, including oversight of the letting of the College premises to outside organisations.
- Update the Risk Register, Business Continuity Plan, Asset Management Plan and maintain the asset database as required.
- To be the single point of reference for the Services Director to liaise with all matters relating to role.
- Seek opportunities to bid for additional funding opportunities liaising with relevant organisations as necessary.

- To monitor the work of grounds staff, to ensure that tasks are completed to the required standard.
- To work with the EMET Estates Team to provide the co-ordinated overview of the maintenance and development requirements of the school estate and buildings.
- To produce and present to EMET the annual capital works proposals for the site.
- To manage and promote the sustainable use and development of the site, to maintain and review the school's energy policy and to be responsible for all energy efficiency measures across the College.
- Supervision of capital and other premises-related projects, from planning to completion, including project approval and liaison with all outside agencies and interested parties.
- The management of security of the school site.
- To support the Services Director in the establishment of a suitable capital investment plan for the College.
- Work closely with Premises Manager to ensure orders/ invoices identify efficiency savings and are implemented in a timely way.
- To lead in the management of capital and other academy regeneration projects.
- To lead on income generation and external funding applications

E. Health and Safety

- To provide the co-ordinated overview of the College site Health and Safety compliance
- To act as the College's Health and Safety Co-ordinator maintaining a working knowledge of health and safety issues
- To oversee the Educational Visits Coordinator to ensure that school trips, (domestic, international and overnight) are planned in accordance with relevant Health and Safety and safeguarding measures and that thorough and accurate risks assessments are in place in conjunction with the local authority via the EVOLVE system.
- To act as the College's Fire Officer, maintaining a working knowledge of health and safety issues.
- To be the school's lead person regarding risk assessments. Having a thorough knowledge of risk assessment methods and how to apply them to identify hazards within the academy and assess the risk associated with them.
- Responsible for ensuring that all relevant risk assessments are in place and provide support to other staff members with the completion of risk assessments.
- Compile and present the annual Health and Safety Report to governors
- To maintain a skills matrix in relation to health and safety for all roles in the school
- To ensure that appropriate training is provided and repeated as required under the advice of the Services Director.
- To assist the Services Director in completion of all required audits and return to DfE/ESFA and other regulatory bodies
- Working with the EVC co-ordinator to have oversight of educational trips and visits

F. Marketing and Liaison

- Participate in the wider work of the College through attendance at meetings and participation in working parties.
- Promote the College to different audiences and raise the profile within the local community.
- Liaise with local businesses and other schools for fundraising, arranging vocational experience and joint projects.

G. Key Services

- To be the point of contact for oversight of catering and cleaning services
- To ensure the school's catering provision complies with all relevant regulations and legislation.
- Evaluate business case for in sourcing of major services (e.g. cleaning catering) and oversee such projects as appropriate
- Direct Line Management of Office Manager, Premises Manager and Network Manager

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Principal will carry out. The postholder may be required to do other duties appropriate to the level of the role.