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| **Business Support Officer**   |  | | --- | | **GENERAL OUTLINE** | | To manage and support the business services for The Haven School, ensuring effective financial processes, whole school administration and organisational support services, including human resources, facilities management, project management, support with health & safety, catering, cleaning and travel.  Salary- £24 000- £30 000 dependent on experience  **About Our School**  **The Haven Schoo**l is an independent special school for young people who have an EHCP for social, emotional and mental health difficulties.  This is a small school for 45 pupils aged between 11 and 19 who require a therapeutically informed environment in which to access their education.   Our pupils may have attachment difficulties linked to childhood and ongoing trauma, and there may also be a diagnosis of ADHD or ASC. Our timetable provides for flexible learning programmes which prioritise health, social and emotional development alongside academic achievement within a creative and challenging curriculum.  Our staff are trained and experienced in developing a safe and respectful environment for learning. We encourage an atmosphere of mutual respect where pupils work hard, make progress and achieve their potential as a result of having their individual needs assessed and catered for. Our staff group is welcoming and supportive and our school is a happy one.  Accredited qualifications available include a range of GCSEs, BTECs and functional skills.  We put great emphasis on academic achievement and are very proud that all our pupils sit these exams and achieve impressive results. | | **AREAS OF RESPONSIBILITIES** |   **Policy and Planning**   * Website management and compliancy. * To work under the direction of SLT to ensure robust H&S compliancy. * Monitoring of all management information systems. * To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures. * To support with the coordination of Educational Visits   **Financial**   * Responsible for school delegated budgets alongside the SLT, reporting back to the EYP finance team. * Preparation of expenditure reports and estimates on various projects. * Working in partnership with the EYP finance team, ensuring all invoices and receipts are returned to Head Office for processing. * Monitoring all orders at school level, ensuring best value for money. * Provide an accurate list of numbers on roll, contracts/placement agreements. * Lead and manage on school payroll and processes. * Order, monitor and manage stock, ensuring best value following the school’s purchasing processes   **Compliance**   * Maintaining accurate and up to date compliance records as directed by the Compliance lead and EHT, in line with Independent School Standards. * Identify the need for and be responsible for securing appropriate licenses. * Responsible for the school vehicles and transport. * Management of the school website and their compliancy. * To be the GDPR lead in school * Responsible for archiving processes and procedures.   **Governance**   * Contribute to reports, analysing trends in data. * Monitor policy review dates. * Support with performance management processes. * Review and update the staff handbook regularly, ensuring practice follows policy. * Responsible for the effective management of examinations, including liaising with the relevant Examinations Boards as directed by SLT.   **Health & Safety**   * To be responsible for first aid/welfare duties, liaising with parents/carers and/or staff.   **Maintenance and catering**   * Line management of school maintenance and catering staff. * Maintain the budgets for maintenance and catering. * Responsible for stock management. * Organise external agencies/contractors, ensuring works are planned and executed in an efficient and cost effect way.   **Human Resources**   * Ensures DBS and safeguarding checks are regularly updated. * Maintains the SCR and staff records. * Working with the Compliancy lead and HR Manager. * Book training courses for all staff and keep records of completed training   **Additional Administration**   * Assist with marketing and promoting the school * Overall responsibility for registers and submissions to the LA * Overall responsibility for RM and accuracy of student details |
| **KEY SKILLS AND KNOWLEDGE** |
| Strategic leadership and management.  Professional values and practice.  Compliance management.  Human resources.  Estates management.  Effective use of technology.  Excellent written communication skills.  Financial management.  Project management leadership.  Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.  Knowledge of First Aid.  Awareness of inclusion and SEND.  Experience working in education and schools is desirable, but not essential. |
| **Qualification & Training (D – Desirable, E – Essential)**  Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification. **(E)**  NVQ Level 4 or Degree or equivalent qualification or experience. **(D)**  Diploma in School Business Management. **(D)**  **The Haven School safer recruitment procedure**  The Haven School is committed to safeguarding and promoting the welfare of all students.  **Disclosure**  Level of disclosure required: **ENHANCED**  This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:   * All unspent convictions and conditional cautions. * All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).   If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.  It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from **Criminal Record Support Service.**  All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.  **Any information will be treated with the strictest confidence, and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.** Data protection statement Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.    Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.      **Please call and come and visit and see our school for yourself 01785 450261**  **Completed applications should be sent to headteacher@thehavenschool.com**  **Closing date: Monday 9th of December**  **Interview date: Week beginning the 16th December** |