**Job Description**

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| **Job Title:**  | **School Services Administrator** (PFI and Soft Services) |
| **Location:** | St Luke’s CofE School |
| **Responsible To:**  | PFI Performance & Soft Services Contract Manager |
| **Salary/Grade:**  | £20, 444 (£10.60/hr)  |

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| 1. **Key Purpose of Job**

To provide a comprehensive administrative service to support the PFI Performance and Soft Services Contracts Manager under Ted Wragg Trust’s subsidiary company, Fusion School Services.Fusion School Services is an independent business that has been established to provide schools with unique integrated facilities management services and are responsible for managing the soft services with the Exeter PFI schools and to support the Trusts non PFI Schools. |

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| 1. **List Key Duties and accountabilities of the post**
* Work alongside the PFI and Soft Services Performance Contract Manager to develop effective and sustainable processes, procedures and systems to support the team.
* Responsible for the administration of the Contract Management Framework, including the development of a robust electronic filing system.
* Ensure effective communication systems are in place and operating effectively between all parties in the Contract.
* Be the initial contact for all HR enquiries and signpost employees where appropriate
* HR administrative duties in accordance with HR Service agreement i.e. investigation note taking and report production.
* Support the administration relating to recruitment and the employee lifecycle
* Responsible for updating absence information on the HR system.
* Disseminate information to the schools Business managers.
* Support the Contract with raising purchase orders and monitoring stock levels.
* Support with printing and filing updates for Health and Safety folders and files.
* Generate and review reports, undertaking analysis of the data and performance information in order to inform performance and areas for improvement.
* Extract management information and produce reports for various audiences, including Head teachers, Trustees and the Project Board.
* Responsible for the co-ordination and administration of meetings.
* To input data and monitor electronic systems relating to the day to day operation of the Hard FM and Soft services.
* General administrative duties for the successful delivery of the service.
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| 1. **Supervision / Line Management Responsibilities of the post**

No supervision or line management responsibilities.  |

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| 1. **Working Environment & Conditions of the post**

In support of Fusions visions and ethos of shared teaching and learning to improve educational outcomes for young people. The post holder may be required to travel and work within any school in the Ted Wragg Multi Academy Trust and PFI project. |

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| 1. **Other Duties**
* To undertake additional duties as required, commensurate with the level of the job.
* To participate in induction training, staff review processes and professional development opportunities.
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| 1. **Other Information**

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. Fusion School Services Limited operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
3. The post-holder is expected to familiarise themselves with and adhere to all relevant Fusion School Services Limited and School Policies and Procedures.
4. The post-holder must comply with the Fusion School Services Limited Health and Safety requirements and specifically for any school they are working at.
5. This post is based at St Luke’s CofE School but the post holder may be required to move their base to any other location within the Trust upon request.
6. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
7. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.
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**Person Specification**

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| **Qualifications and Experience:** | **Essential / Desirable** |
| GCSE English and Math Grade C or equivalent | Essential |
| Experience of undertaking effective administration work | Essential |
| Professional qualification in a relevant field (Business Administration or relevant experience) | Desirable |
| Good understanding of contract management and processes | Desirable |
| Knowledge of PFI Contracts  | Desirable |
| Knowledge and understanding of Facilities Management | Desirable |
| Experience of knowledge of data systems, data input, booking systems | Desirable |
| **Skills and Attributes:** |  |
| Accurate Data Entry and system management  | Essential |
| Project Management  | Desirable |
| Ability to formulate and analyse data | Desirable |
| Ability to write clear and concise reports | Essential |
| Well organised and capable of working on own initiative | Essential |
| Willingness to learn and develop in the role | Essential |
| Good interpersonal, organisation and communication skills (written and oral) | Essential |
| Good attention to detail | Essential |
| Ability to read and interpret Contract terms | Desirable |
| Ability to follow and advise on processes and procedures | Essential |
| Ability to work under pressure and meet deadlines | Essential |
| Self-motivated | Essential |
| Ability to work in a team and as an individual | Essential |
| Ability to work under pressure and meet deadlines and effectively priorities work | Essential |
| Ability to develop good internal and external relationships, effectively communicate to all stakeholders and positively promote the service | Essential |
| **Other:** |  |
| Must satisfy relevant pre-employment checks | Essential |
| **Other contd:** |  |
| This post will involve contact with vulnerable groups (children and Young People) and therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, reprimands and bind overs both spent and unspent in their application regardless of the passage of time. | Essential |
| This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English. | Essential |