

School Support Manager



RECRUITMENT INFORMATION PACK

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Procedure for Application

“The Short Stay School for Norfolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”

Introduction

The Short Stay School (SSSfN) is an extraordinary and diverse school which caters for young people throughout the county of Norfolk. We are an all through environment whose students and pupils range from the age of 5 to 16. Like many traditional schools we have a number of sites, only ours are spread across the county in order to ensure good local services for the schools and communities we serve.

The Short Stay School has 4 main functions. Primarily we provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but in the majority of cases our role will be to prepare them for return to a new school within a term or so support them in a successful reintegration to mainstream school.

In addition to this core function the SSSfN is also the provider of Behaviour Support Services to all Norfolk schools. In this role we provide a range of services to both Primary and Secondary phase schools including outreach support for individual children as well as consultancy and training packages. We also offer a range of courses within our bases that students who are experiencing behavioural challenges at school can access.

Our third main function is to provide education and support to Norfolk Young People who are unable to attend school due to their medical needs. Again this is a wide and varied field which encompasses those with both physical and emotional ill health. Across the county specialist teams of staff work with young people in their homes, in our bases as well as in hospital.

Finally the SSSfN is an educational base for Children who are missing education. We provide educational packages for any child in Norfolk who is without a permanent school place until such time as their school place can be finalised. In this role we cater for a diverse population which includes those who are new to the county or the country as well as those with significant learning difficulties awaiting more specialist provision.

Job Description

Job Title	School Support Manager
Department	The Short Stay School for Norfolk
Group	Leadership
Location	Various across the Trust
GR Number	
Grade	Scale G TT+3
Responsible to	Responsible to Director and Principal Specialist Provision
Effective date	December 2020

Role and Context	
Job Purpose	<p>To be responsible for the development, planning, delivery and monitoring of support services to the school, its teachers and students.</p> <ul style="list-style-type: none"> • Under the direction of the Principal and Director of Specialist, and in accordance with the practices and procedures of the Trust Schools, manage the school's support/MIS systems and services to a high standard, ensuring these functions support the teaching and management of the school in an efficient and effective manner.

	<ul style="list-style-type: none"> • Completion and submission school statutory returns to deadlines; attendance/census etc • Providing line management of the Admin and Midday Supervisor teams across the Trust locations. • Take the Lead role for Examinations across Trust locations.
Context	Job family: Admin
Other Job Information	

Principal Accountabilities (in order of importance)
<ol style="list-style-type: none"> 1. To oversee the monitoring of the Schools MIS and support systems across Specialist Provision to ensure that all information is up to date and provide an efficient and effective service 2. To oversee the management of the administrative function including the school reception, records and telephones. 3. To Line Manage and lead Examination officers across Specialist Provision, to ensure that all exam board requirements and deadlines are met, pupils are entered correctly for the best possible outcomes. 4. Complete and submit school statutory returns accurately and on time.

Person Specification	
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
	Essential
Qualifications	<ul style="list-style-type: none"> • CSBM qualification or equivalent • SIMS Training • Data Protection Training
Experience	<ul style="list-style-type: none"> • Significant experience of working in a business management role in an educational setting – or similar • Significant familiarity with MIS systems and their use to provide data to inform business decisions • Significant experience of the Exams procedure and management of the process • Proven experience of managing teams.
Skills/Knowledge	<ul style="list-style-type: none"> • Full working knowledge of current policies, codes of practice and legislation for all key areas. • Good Communicator • Customer Focussed • Excellent organisational and IT Skills • Problem solving approaches • Assertiveness • Ability to deal with challenging people • Prioritising workloads • Ability to develop new areas of work • Able to build networks
General Information	

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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Terms of Appointment and Conditions of Service (for Non Teaching Staff)

Joining Us

Location

The post will be located at one of The Short Stay School for Norfolk's bases as specified in the advert. The Short Stay School for Norfolk reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

Probationary Period

New employees of The Short Stay School for Norfolk will be required to serve a probationary period of six months.

Benefits

Salary

The current salary for the post is within the range:

Salary: £22,489 to £24,342 actual per annum

This post is Scale G. Point 18 – Point 22. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer.

Leave (Working Term Time)

Annual Leave should be taken during periods of school closure.

Childcare Facilities

Childcare information is provided by the Norfolk Family Information Service, which includes all Ofsted registered Childcare provision for Norfolk. Please visit www.norfolk.gov.uk/fis for more information. To find details of local childcare you can visit the Childcare Finder online at www.Direct.Gov.uk, or call 0344 800 8001, email information@norfolk.gov.uk.

Facilities

The Short Stay School for Norfolk operates a 'No Smoking policy.'

Conditions of Service

The terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, as adopted by The Short Stay School for Norfolk and supplemented by local agreement.

Requirements For The Post

Hours of Work

The normal working week is one of **37 hours**, Term Time + 3 weeks. This is a permanent position.

Job Share

Job sharing means that the post is occupied by two people on a part-time basis. The situation must be approached with the maximum amount of flexibility by the job sharers. Secondly, there must be an effective means of communication between the job sharers. Finally, it is essential that each job sharer is aware of the responsibilities that they have to each other.

There is no time limit on this job sharing arrangement. If one of the job sharers leaves, the intention is that the other part of the job would then be offered to the remaining job sharer. If that person did not wish to take on the full appointment, another job sharer would be appointed on the same basis.

Medical Examination

The successful applicant will have to satisfactorily complete the medical procedure on appointment and may be required to have a medical before the appointment can be formally offered.

Equal Opportunities

The SSSFN has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. The SSSFN also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Notice (Permanent Posts)

The appointment is subject to 2 months notice in writing.

Notice (Maternity Leave Cover)

Should you wish to terminate your employment before the post holder returns from maternity leave you will be required to give one weeks notice in writing. You will be given one weeks notice of the return of the post holder.

Other Occupations

The successful candidate will be required to devote the whole of their time to the duties of the post, and will have to seek approval if wishing to engage directly or indirectly in any other gainful occupation.

Disclosure and Barring Service Check

This post is subject to a Disclosure and Barring Service Check.

Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- * persons over the age of 65
- * persons suffering from serious illness or mental disorder of any description
- * persons addicted to alcohol or drugs
- * persons who are blind, deaf or deaf without speech
- * other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- * any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable

the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as “spent” under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Short Stay School for Norfolk is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a “Disclosure” of the existence and content of any criminal record from Disclosure and Barring Service (DBS). The Short Stay School for Norfolk’s policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website www.sssfnc.co.uk.

The Short Stay School for Norfolk is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact the Operations Manager – operations@engagetrust.org.uk

Please note the following:

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, The Short Stay School for Norfolk will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.
- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees will not be re-imbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by The Short Stay School to be inadequate, expenses will not be paid.

If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.

Any interview expenses paid to successful candidates must be repaid in full should you leave the Short Stay School for Norfolk within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.