

Job Profile

Job title:	Provision Coordinator
Grade:	APTC Scale 5
Hours:	Monday to Friday , 36HPW, 8.00 – 16.00 (including an hour lunch break) plus and an additional flexible hour per week
Weeks per year:	41WPY
Reports to:	The Headteacher
Location:	The Walk, Hornchurch
Staff managed (if any)	N/A

Job Purpose and Context

This is a role requiring a flexible, multi-skilled individual who can seamlessly manage a diverse range of tasks to ensure the smooth running of an education provision catering for young people with learning disabilities.

The Provision Coordinator works on a dedicated site and has responsibility for administrative decision making and be pro-active in resolving day-to-day site, staff, student, contractor and visitor issues.

The Provision Coordinator will be responsible for:

- Administrative systems, procedures and services
- Providing information and reporting to the Headteacher and Board of Directors
- Information and information systems including GDPR adherence
- Premises and facilities management
- Organisation and administration of maintenance and repairs
- Health and safety and site security management

The Provision Coordinator is responsible for ensuring that effective and efficient administration and site management supports the overall aims and day-to-day operation of the provision. This will include working in the reception office and being the primary interface with stakeholders and the public.

The post will include responsibility for managing the-provision site and for making sure the premises are safe, secure and ready for use day-to-day by students, staff and other users.

Roles and Responsibilities

1. Monitor, and to have responsibility for, efficient and effective management, development, delivery and maintenance of the administrative infrastructure, systems, procedures and policies, which includes:
 - People
 - Information
 - Infrastructure

Administration

2. Provide efficient operational support to the provision lead and headteacher

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3. Create newsletters and other publications as required to ensure effective communication with all stakeholders
4. Deliver provision administration including:
 - Student records, attendance data and annual review paperwork
 - Provide information and data for returns required by a variety of agencies, e.g. Ofsted, ESFA, Local Authority
 - Receipt of goods and services, mail, and the supervision of contractors, consultants and others providing services to the school
 - Health, safety and security
 - Equipment and infrastructure
5. Coordinate the day-to-day provision of internal and external support services to ensure that this is effective at all times, e.g Broadband and I.T. services
6. Receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the provision and to deal with deliveries outwards.

People Management

7. Provide reception services in all aspects of the interaction with students, staff, parents and the public
8. Follow safeguarding procedures and ensure full compliance by others while on the premises
9. Resolve queries and assisting staff and students in their daily activities
10. Monitor and direct people on the provision premises, including temporary staff, contractors, visitors, etc.

Policies and Procedures

11. Manage all provision policies, ensuring that they are regularly updated and presented to the directors and governors for approval and communicated to stakeholders
12. Quality assure adherence to policies and procedures and compliance to statutory requirements
13. Collate information and create reports to keep Directors informed on compliance
14. Find, locate, select, analyse and prepare information to support accountability and decision making

Premises Management

15. Day-to-day management of provision facilities to make sure they are available for safe and secure use by all users over the course of the provision day.
16. Be responsible for safety, security and appropriate energy conservation within the provision, including acting as a key holder and organising access, including emergency access, to the provision site.
17. Use the relevant procedures of the provision to record breakages, repairs and maintenance work carried out
18. Deal with site emergencies by liaising with contractors to carry out repairs
19. Organise maintenance of the premises (this may include plumbing, electrical work, glazing, carpentry, painting and decorating and general work)

20. Record and monitor the quality of work carried out by service providers and contractors, e.g. cleaning services, grounds maintenance, etc.
21. Ensure compliance in accordance with the health and safety requirements of the provision and the landlord
22. Monitor appropriate removal of rubbish and waste including:
 - Removal of waste that requires safe handling procedures
 - Waste separation to comply with re-use and re-cycling processes
 - Removal of waste classified as unsanitary, hazardous and/or dangerous.
23. Maintain an inventory of electrical and non/electrical equipment.

Health and Safety

24. Monitor health, safety and security including:
 - Being the main contact for health and safety inspections/support visits
 - Create, review and administrate risk assessments and support others to carry out risk assessment
 - Monitor progress of site staff acting on recommendations of Health and Safety Action Plans
 - Support the implementation of the disaster recovery policy
 - Support the implementation of the critical incident policy
25. Deal with spillages, including the removal of body fluids, using safe handling techniques
26. Take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.

General

27. Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
28. Complete school based induction and any subsequent training required to improve performance.
29. Take part in the school performance management system.

Notes:

1. The school expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.
2. Although this post has been created to be based at the R4L premises, all staff are employees of Corbets Tey School and can be asked to work at any of the school sites and should comply with policies and procedures of the school.

Provision Coordinator

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people	✓		Application & interview
Ability to communicate and interact effectively with a range of professionals and members of the community	✓		Application & interview
Ability to manage information and data requirements of a variety of outside agencies	✓		Application & interview
Ability to work independently	✓		Application & interview
Ability to proactively make effective decisions when under pressure	✓		Application & interview
Ability to assess and control/minimise risk	✓		Application & interview
Ability to manage IT systems	✓		Application & interview
Ability to use IT programs to design, create and develop systems to solve problems	✓		Application & interview
Ability to write effectively for a variety of different audiences	✓		Application & interview
Ability to present information effectively through technology	✓		Application & interview
Displays commitment to the protection and safeguarding of young people	✓		Application & interview
Knowledge	Essential	Desirable	
An understanding of health, safety and security issues and relevant legislation	✓		Application & interview
An understanding of and personal commitment to equality of opportunity	✓		Application & interview
An understanding of working and communicating with adults who have learning disabilities	✓		Application & interview
A proficiency in using computer systems and IT applications	✓		Application & interview
A knowledge of different administrative systems	✓		Application & interview
A knowledge of relevant safeguarding legislation and guidance	✓		Application & interview
Qualifications and experience	Essential	Desirable	
Experience in word processing and using databases and spreadsheets	✓		Application & interview
GCSE at level 3 in English and Mathematics (or equivalent)	✓		Application
Level 4 or equivalent professional qualification (CIMA, CIPD)		✓	Application
Relevant experience in administrative management	✓		Application & interview
Experience in using computerised finance and administrative systems	✓		Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview

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