

Job Description

POST:	School Business Manager
RESPONSIBLE TO:	Headteacher
SALARY:	Grade I SCP 22-25 £29,439-£32,020 per annum pro rata Actual Salary £22,911 - £24,920 per annum
LOCATION:	Kingsway Community Primary School
WORKING PATTERN:	Permanent ASAP. 32.5 hours per week, Term time (40 weeks) Monday - Friday
DISCLOSURE LEVEL:	Enhanced DBS
KEY RELATIONSHIPS:	Working with the Headteacher, SLT and Academy Trust
RESPONSIBLE FOR:	

Responsibility for people (Other than employees supervised/managed): The post has considerable indirect impact on the well-being of individuals or groups (ie physical, mental, social, health and safety) through contributing to the development of school policies and delivering a service to SLT.

Responsibility for staff: The post has direct responsibility for a small team of staff, including their recruitment, performance management, supervision, work allocation, checking work.

Responsibility for finance: The post has responsibility to the Head for accounting for the school's budget and contributing to (advising and guiding) the school's budget setting and monitoring, ensuring effective spend

Responsibility for physical resources: The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

MAIN PURPOSE:

Responsible to the Headteacher for the organisation and management of the whole school's administration, including finance, personnel, health and safety and premises. Contribute to school planning and development, manage and monitor the support service and associated staff.

SPECIFIC RESPONSIBILITIES

Planning and development

Contribute to the school's development and involvement in change management processes. Responsible for planning, developing and implementing support systems/procedures/policies.

Office duties

Ensure the effective management of office routines and systems, instituting changes as

necessary.

Manage complex administrative procedures and queries/enquiries.

Produce and respond to complex correspondence.

Finance

Manage and ensure efficient operation of the school's accounting function according to agreed procedures.

Prepare annual estimates and regular reports on income and expenditure, monitor accounts against budgets and report on the financial state of the school to the Governors.

Prepare costings in order that decisions on the composition of the final budget can be made.

Provide financial management information to and advise SLT.

Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparation of invoices, collection of fees, recovery of bad debts.

Closedown accounts and liaise with Trust Audit or external auditors.

Management Information

Manage all data collection and reporting – to Headteacher, Governors, Trust,, DCSF etc.

Take a lead role in developing management information systems and the use of appropriate software, ensuring their appropriate implementation and maintenance.

Health and Safety

Act as the school's H & S co-ordinator

Premises

Liaise with Trust on major property or structural issues.

Liaise with outside contractors, request, evaluate and award tenders for major repairs and maintenance of school premises.

Liaise with caretaking staff re general maintenance & oversee work.

Manage maintenance budget .

Control of letting of school premises to outside bodies, including publicity to maximise income.

Manage budget for cleaning and caretaking staffing costs, including authorising claims for overtime.

Manage site security, site maintenance and the efficient operation of all facilities, including liaison with caretaking staff

Oversee purchase, repair and maintenance of furniture and fittings.

Stock:

Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements.

Manage ordering systems including tendering arrangements as necessary.

Personnel

Responsible for the management of support staff (excluding TAs)– including recruitment, induction, training, performance management, welfare.

Handle personnel admin processes related to the appointment of all staff.

Manage the Personnel MIS (eg SIMS), produce reports and analyses as requested

Liaise with the Trust over all staffing matters of an admin nature.

General

Promote and market the school and secure funding/sponsorship.

Manage service contracts.

Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate.

Arrange medicals, rubella vaccinations, school dentist, etc.

Participate in training, learning and development activities & share expertise and skills with others.

Attend and participate in meetings as appropriate.

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline

Minimum GCSE (or equivalent) Maths and English at grade A-C.

Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill

Knowledge of specialist ICT packages, eg finance and SIMS

Experience of office administration at a senior /supervisory level

Experience of working in a school environment

Supervisory or staff management experience & able to lead/motivate staff

Financial administration experience

Good communication skills, oral and written

Excellent organisational skills

Able to plan and develop systems

Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders)

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications		
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Minimum GCSE (or equivalent) Maths and English at grade A-C. • Knowledge of specialist ICT packages, eg finance and SIMS • Experience of office administration at a senior /supervisory level • Experience of working in a school environment • Supervisory or staff management experience & able to lead/motivate staff • Financial administration experience • Good communication skills, oral and written • Excellent organisational skills • Able to plan and develop systems • Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders) 	<ul style="list-style-type: none"> • NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline • Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill
Personal Qualities	<ul style="list-style-type: none"> • Commitment to quality and continuous improvement • Accuracy and attention to detail and good organisational skills • Customer orientated and able to relate well to adults and children • Can work independently or as part of a team, prioritising workload as necessary. 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Willingness to be flexible with working hours to respond to school's needs • Understands school roles and responsibilities and own role within these • Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders) 	

Employee signature:
Date: