



SCHOOL BUSINESS MANAGER

JOB DESCRIPTION

Permanent

Monday to Friday, 41 weeks per annum (5 TT days + 2 weeks) (Part time considered)

Grade: 6

Salary: Pt 22 – 29 (£32654 - £38626 pro rata)

Job Purpose:

To support the Headteacher and Governors of All Souls Catholic Primary School in ensuring the smooth and compliant operation of the school so that it is able to provide a high standard of educational provision for all pupils. Provide daily support to the headteacher.

Responsible for: Admin, site, cleaning and lunchtime staff

Responsible to: The Headteacher

Responsibilities & Key Tasks

GENERAL

- Play a strategic leadership role in administration, human resources, finance and marketing, estate management and risk management.
- Contribute to the School Improvement Plan and initiate the review of policies and activities within identified areas of responsibility.
- Promote the School's links with the Parish and wider local community.
- Communicate effectively with stakeholders, ensuring strong and professional relationships.

ADMINISTRATION

- Ensure the efficient running of the administrative functions, overseeing the work of the school's admin assistant.
- Ensure effective and efficient use of Information Management Systems and ICT systems and manage the school's asset register.
- Establish and use effective methods to review and improve administrative systems.
- Ensure all statutory and statistical returns are completed and submitted in accordance with school requirements.

FINANCE

- Administer, maintain, lead and develop the financial procedures and systems of the school in cooperation with the Headteacher and governors.
- Prepare budget and provide financial management advice to the Headteacher and governors.
- Maintain effective control of the school's budget, producing reports and analysis for the Headteacher.
- Maintain control and responsibility for ordering and procurement of all school related items.
- Ensure relevant financial regulations are observed.
- Attend and report to the relevant meetings of the governing body.
- Use financial management information, including benchmarking tools, to identify areas of relative spend and assess trends.
- Work closely and effectively with the local authority school finance officer.
- Initiate and manage audit procedures as necessary including the completion of the Schools Financial Value Standard (SFVS) checklist
- Prepare final accounts and financial returns.
- Prepare bids to secure sponsorship funding.

ESTATE MANAGEMENT

- Oversee the management of the school site and buildings including maintenance, development and efficient use.
- In consultation, develop and implement a premises development plan.
- With the support of the SSO, monitor and oversee the work of on-site contractors.
- Ensure the continuing availability of utilities, site services and equipment.
- Liaise with external agencies delivering services to school, arrange estimates for work and deal with all aspects of tendering as requested.
- To adhere to all health and safety policy and procedures relevant to this area.

HEALTH AND SAFETY

- Liaise directly with the Health and Safety Consultant to ensure that the school is fully compliant.
- Monitor and implement the school's safety policies ensuring compliance with the requirements of Health and Safety at Work Act and other legislation.
- Ensure that required risk assessments are in place to support all learners and staff.
- Ensure all statutory checks, maintenance and assessments are conducted in compliance with legislative requirements and ensure all records are maintained.
- Rectify any hazardous facility issues with professional advice.
- Be an ambassador promoting a safe working and learning environment.

DATA PROTECTION MANAGEMENT

- Act as the school's Data Protection Co-ordinator, ensuring and monitoring compliance with the requirements of the Data protection act and GDPR.
- Advise staff, leadership and Governors in relation to data protection and GDPR.
- Act as a Privacy Champion for data protection across the school.
- Ensure data protection breaches are logged and reported.
- Carry out Data Protection Impact Assessments.
- Complete annual audits and submit these to the Data Protection Officer for review.

LINE MANAGEMENT

- To line manage the Site Services Officer, admin staff, cleaners and lunchtime supervisors.

PERSONNEL MANAGEMENT RESPONSIBILITIES

- Management of personnel processes, within school, including administration of employment contracts, references, appointment forms, staff absence records, payroll instruction etc.
- Manage all personnel administrative requirements including recruitment, DBS checking, staff induction procedures and staff development.
- Maintain the school's Single Central Record (CSR) in accordance with the requirements of KCSIE (Keeping Children Safe in Education)
- Liaise with senior management regarding Supervisory Assistants, appointments and contracts – ensuring all documentation is completed.
- Under the direction of the Headteacher/Deputy Headteacher, organise and arrange adequate supply cover in the absence of members of staff. Maintain close working relationships with supply agencies.
- Liaise with relevant support services in regards to HR related matters.

ADMISSIONS

- To manage in year transfer requests and Rising 5 applications; liaising with the City Council and Governors.
- Meet with Governors to rank applications and minute the meetings.
- Act as a first point of contact for all admissions enquiries and the City Council admissions department.
- Management of the appeals.

OTHER DUTIES

- To attend Senior Leadership meetings, Full Governing Body meetings and Finance and Resource Committee meetings as and when required by the Headteacher, providing appropriate information and reports for Governors' and leaders consideration and leadership.

- Liaise with the school's catering company to ensure effective delivery of the SLA.
- Attendance at other appropriate meetings, such as interviews, taking minutes when required.
- Manage the ordering of stock including stationery and office supplies, ensuring orders are placed in good time to maintain the required levels and that value for money is maintained.
- Any other duties and responsibilities within the range of the salary grade.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service.

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest a child or vulnerable adult may be being abused or neglected immediately

The postholder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the Corporate Data Protection Guidelines (Data Protection Act 1998).

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured by
Faith Commitment	Supportive and sensitive of, and willing to put the Catholic ethos of our school, our aims, objectives and Mission Statement at the forefront of the life of the school.	A practising Catholic	Application Task Interview References
Knowledge	<p>Knowledge and understanding of budget planning and management procedures and accounting techniques.</p> <p>Understanding of the core functions of a school business manager in a primary school setting.</p> <p>Knowledge of school administration systems in relation to pupil registration, management information systems, financial management, communications and others.</p> <p>Knowledge of policies and procedures relative to the administration and financial management of schools.</p>	<p>Extensive knowledge and understanding of school financial procedures and controls.</p> <p>Knowledge and understanding of HR principles and procedures, and an awareness of employment law.</p> <p>Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools.</p> <p>Knowledge of GDPR and data protection law.</p> <p>Knowledge of school admissions and appeals.</p> <p>Knowledge and understanding of premises management and contracts legislation.</p>	Application Task Interview References
Skills and abilities	<p>Excellent written and verbal communication skills with proven good educational outcomes in English and Maths.</p> <p>Ability to plan and prioritise a large and ever changing workload.</p> <p>Excellent IT skills and ability to use a range of IT packages.</p> <p>Sound negotiation skills.</p> <p>Ability to work both independently, under own initiative, and under the direction of others.</p> <p>Ability to work well under pressure in a fast paced, ever-changing environment.</p> <p>Ability to motivate and manage personnel, including allocation of tasks, delegation, performance management and training.</p> <p>Ability to liaise and communicate effectively with stakeholders including pupils, parents, Governors and visitors.</p>	Ability to offer strategic advice to Senior Leaders and Governors, in particular relating to the schools finances.	Application Task Interview References

	<p>Ability to build relationships with the wider community, including the Parish of All Souls.</p> <p>Ability to maintain confidentiality.</p>		
Experience	<p>Experience of administrative work with accountability for aspects of finance</p> <p>Experience in school administration and finance – or equivalent demonstrable transferrable experience.</p> <p>Significant experience of successfully delivering against personal and organisational targets.</p> <p>Administrative experience in a management capacity, including responsibility for human resources matters.</p> <p>Experience of ensuring data protection compliance.</p>	<p>Experience as a successful School Business Manager.</p> <p>Experience of successfully managing and motivating staff.</p> <p>Extensive experience of SIMS and FSM (or equivalent MIS/FMIS)</p> <p>Experience in finance including in the development, management and operation of financial management systems.</p> <p>Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.</p>	<p>Application Task</p> <p>Interview</p> <p>References</p>
Education	<p>GCSE English and Maths or equivalent.</p> <p>Evidence of further Level 3 /4 and above qualification(s).</p>	<p>Certificate in School Business Management or equivalent.</p>	<p>Application Task</p> <p>Interview</p> <p>References</p>
Other	<p>Understanding of the importance of Safeguarding in a school setting including undergoing an enhanced DBS check.</p>	<p>A D1 minibus license or willingness to undertake training.</p>	<p>Application Task</p> <p>Interview</p> <p>References</p>