

## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Assistant School Business Manager post	<b>Job Number:</b>	L3986D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 5
<b>Location:</b>	Gosford Park Primary School.		

### Job Purpose:

To assist the School Business Manager (SBM) in the provision of efficient and effective support services throughout the school. Assisting with the planning, organisation and delivery of financial and budgetary management, human resources, site and administrative management.

### Duties and Responsibilities

1. To assist SBM in supporting the Headteacher and Governors, to lead and manage the school through typical duties such as minute taking, filing, telephoning, communications and general support.
2. To assist SBM in contributing to the formation, implementation and reviewing of policy and planning with regard to developing and improving the support services. To maintain a creative and flexible approach to the organisation of support services across the School, responding to changing circumstances.
3. To assist SBM in performing the role of Site Finance Officer under LMS and Fair Funding arrangements. Liaise with the Education Finance section and establish financial control and monitoring procedures that meet the requirements of the Finance Manual, the School Governors, the Principal and Directors and the various organisations within the establishment.
4. To assist SBM in maintaining and controlling all budgets and accounts. Ensuring effective monitoring and satisfactory records are retained of all monies, irrespective of source including various school trips, and other activities. Assist when external audits are performed.
5. To assist SBM in providing financial and management information to the Headteacher, Governors and Senior Leadership Team, plus other agencies as required and within the establishment and advise on spending commitments, budgetary matters and other financial issues.
6. To assist SBM with the purchasing and servicing arrangements within the School, including orders, obtaining quotations and administration of the tendering process. Liaise with departments and external suppliers and advise on purchases and decisions on tender. Ensure the accurate input of information to the SIMS and other computer systems including maintenance of school inventory on SIMs FMS6 Equipment register.
7. To assist SBM in performing the role of Personnel Officer within the Local Management of Schools arrangements for all non- curriculum support staff, including the recruitment, induction, organisation and direct/indirect supervision of these employees. Ensure that Personnel and Pay information for

staff is added and updated on SIMS and that the single central record is accurately maintained for reporting to Governors.

8. To assist SBM to ensure that appropriate action is taken to ensure compliance with Health and Safety and building regulations.
9. To assist SBM to ensure all risk assessments are carried out and reviewed on an annual basis. Assist with the Health and Safety audit process.
10. To assist the SBM in managing the premises across the School, liaising with Site staff as required.
11. To assist with all aspects of the administration function providing general admin support to all school initiatives, assist with data input onto SIMs.
12. To support the school through attendance at meetings and the provision of appropriate administrative and clerical support.
13. To attend relevant training courses to update knowledge.
14. To liaise with internal and external agencies to ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.
15. To manage course bookings and provide clear communications to all stakeholders on actions to be taken and deadlines.
16. Any other duties and responsibilities within the range of the salary grade.

---

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities 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.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

**Responsible to:** School Business Manager and Headteacher

Reviewed November 2022

# Person Specification

<b>Job Title:</b>	Assistant School Business Manager	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>L3986D</b>	
<b>Service:</b>	Services for Schools	<b>Post Number:</b>	
<b>Location:</b>	Gosford Park Primary School	<b>Grade:</b>	Grade 5

	Job Requirements
--	------------------

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Computer applications e.g. SIMS packages, Microsoft Word, Excel E-Mails etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of school financial management and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of HR management and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of Premises, Health and Safety and Risk Assessment management and procedures.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Prioritise and organise own workload and if required, workload of admin team to meet conflicting deadlines, cope with interruptions and remain calm under pressure</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work independently, act on own initiative and be a key team member.</li> </ul>
	<ul style="list-style-type: none"> <li>• To adopt a flexible but organised and accurate approach to tasks.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liaise and communicate confidently, professionally and effectively with a wide range of stakeholders.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to analyse and interpret complex information to maximise efficiency and solve problems</li> </ul>
	<ul style="list-style-type: none"> <li>• Interpret policies and development plans and assist with the implementation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Effectively control budgetary matters, income and expenditure and maintenance of accounts</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working in a busy school administration environment</li> </ul>
	<ul style="list-style-type: none"> <li>• Substantial experience of financial management and administration.</li> </ul>
	<ul style="list-style-type: none"> <li>• Substantial experience of assisting with Human Resource management and procedures</li> </ul>
	<ul style="list-style-type: none"> <li>• Substantial experience of assisting with Premises, Health and Safety and Risk assessment management and procedures.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• To have achieved a Diploma in Business Management or equivalent and willing to work towards CSBM (Certificate of School Business Management)</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent Literacy and Numeracy skills to at least GCSE A-C grades/A level equivalent</li> </ul>

**Special Requirements:**

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

***N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate***

**Date Reviewed:** November 2022.