

Gosford Park Primary School
 Humber Avenue
 Coventry
 CV1 2SF
 Tel: 024 76223281



Headteacher: Mrs Rachael Allen
www.gosfordpark.coventry.org.uk



Gosford Park Primary School
 One Community, Many Cultures; Growing and Learning Together

Administration Opportunity

Employment details	
Job title	School Business Manager
Reports to	Headteacher
Working Pattern	Full Time- Term Time only + 2 weeks
Salary	Grade 7 (£38223), which would be pro rata to reflect the actual hours and weeks worked)
Start Date	1 st January 2024

Job Purpose

- Play a strategic leadership role in administration, human resources, finance and marketing, estate management and risk management.
- Be responsible to the Headteacher and governing body as a member of the leadership team.
- Promote school's links with the local community.
- Contribute to the School Improvement Plan and initiate the review of policies and activities within identified areas of responsibility.

Administration

- Ensure the efficient running of the administrative functions by providing the overall leadership of the administration team.
- Act as system manager for SIMS, liaising with the LA ICT support team (INDEX).
- Ensure that all statutory and statistical returns are completed as required.
- Ensure effective systems are implemented for the provision of data and information within the school. Develop and evaluate systems, effecting change as necessary.
- Organise the production of school publications.

Human Resources

- Line manage and provide leadership and guidance for the non curriculum support staff groups – administration team, school club staff, lunchtime supervisors, cleaners and site services officer.
- In collaboration with the Headteacher, manage the recruitment, induction, deployment, training and performance management of non curriculum support staff.
- Ensure the successful implementation of performance management for the non curriculum support staff, acting as reviewer for key staff and training / assisting other personnel in the reviewer role, as appropriate.
- Work closely with the Headteacher on matters regarding salaries, expenses, sickness and maternity procedures, redundancy, retirement and dismissal.
- Check payroll reports and ensure all costs are appropriate.
- Ensure accurate completion of payroll / personnel instructions, including the reporting and monitoring of staff absences.
- Research and manage the teacher absence insurance scheme.
- Provide advice and deal with queries on contracts and pay related issues.
- Be responsible for all staff contracts, confidential staff records and pay statements.

Finance

- Prepare budget and provide financial management advice to the Headteacher and governors.
- Lead, maintain and develop the financial procedures and systems of the school in cooperation with the Headteacher and governors.
- Control and coordinate purchasing and servicing arrangements, including orders, quotations and tenders.
- Maintain effective control of the school's budget, producing reports and analysis for the Headteacher.
- Ensure that LA financial regulations are observed.
- Attend and report to the relevant meetings of the governing body.
- Review and support projects identified in the School Improvement Plan.
- Use financial management information, including benchmarking tools, to identify areas of relative spend and assess trends.
- Initiate and manage audit procedures as necessary.
- Prepare final accounts and financial returns for the LA.
- Investigate opportunities to maximise the use of the school's resources. Initiate income generation schemes and manage and monitor such projects.
- Prepare bids to secure sponsorship funding.

Estate Management

- Assist the Headteacher and Site Services Officer in the management of the school site and buildings; maintenance, development and efficient use.
- Develop and implement a premises development plan.
- Ensure the appropriate placing and monitoring of all Service Level Agreements.
- With the support of the SSO, monitor and oversee the work of on site contractors.
- Liaise with external agencies delivering services to school, arrange estimates for work and deal with all aspects of tendering as requested.
- Take responsibility for the Asset Management Plan.
- Monitor the equipment register.
- Ensure the provision of an effective cleaning service.
- Be responsible for the oversight of school lettings.

Risk Assessment

- Implement and review the school's health and safety policy and procedures, regularly reporting to the governing body.
- Liaise with appropriate LA Health and Safety Officers and Fire Officers.
- Ensure that risk assessments are in place to support all learners and staff.
- Lead the school's emergency plan and procedures.

To apply, please complete the application form and submit to enquiries@gosfordpark.coventry.sch.uk by Friday 8th December 12 noon.

Interview date Friday 15th December 2023