



Cardinal Newman Catholic School

Job Description

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| Job Title: | Assistant School Business Manager |
| Reporting to: | Business Manager |
| Salary/Grade: | £29,439-£35,411 (Grade 6) |
| Hours: | (37 hours per week) all year round |
| Job Purpose: | To work with the Senior Leadership Team to ensure that the school meets its educational aims. To promote the highest standards within the administrative function of the school and ensure the most effective use of resources. To be responsible for providing advice and supporting the HR management/financial management and administrative function of the school. |

Human Resources

1. To support the Leadership team in all aspects of HR management
2. To provide information, advice and guidance in HR policies and procedures to leaders and managers.
3. To ensure that the school's recruitment process is in line with its safer recruitment responsibilities.
4. To keep and maintain staff details on Arbor MIS, ensuring that records are up to date at all times.
5. To be responsible for the quality of all HR databases and personnel records, including inputting data, sickness absence, leave records.
6. To be responsible for updating and maintaining the Single Central Record.
7. In conjunction with the Headteacher & Business Manager, ensure that all support staff posts are correctly graded by liaising with the school's HR provider and Central MAC team.
8. To be responsible for general personnel matters including making sure new staff have DBS clearance, medical clearance, KCSIE checks & all other R&S checks and to ensure that MAC contracts of employment are issued.
9. To manage and co ordinate staff Induction and probation processes.
10. To liaise with IT department to ensure all staff have timely ID lanyards upon recruitment.
11. To give advice to the Headteacher/School Business Manager on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with the school's HR providers.
12. To oversee the administration of all payroll and HR documentation, including staff recruitment and the maintenance of staff records including contracts and pay statements.
13. To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
14. To manage and co-ordinate the support staff performance management system in conjunction with relevant line managers. Track progress and ensure timely completion.



15. To act as a safeguarding qualified interviewer when required.
16. To manage and co-ordinate the all year-round staff members holidays.
17. To manage and record TTO staff Disaggregated time.
18. To compile, prepare and submit the annual School Workforce Census.

FINANCE

1. To support the Business Manager in the preparation of budget preparation/ review arrangements within the school.
2. To maintain personnel records on Arbor so that accurate staffing financial forecasts can be run.
3. To support the Business Manager when acting as budget holder for assigned budgets, in accordance with the school's Financial Procedures Manual, in ensuring that spending budget heads are not overspent and income budget heads are achieved, paying continuous attention to their budgetary control position, identifying variations and taking corrective actions.
4. To ensure the control and co-ordination of purchasing and servicing arrangements within the school including quotations, tenders, orders, liaison with suppliers and contractors, and assist the Business Manager on procedures and tendering decisions.
5. To assist in the preparation of bids for supplementary external funding/sponsorship for the school.
6. To support the Business manager in working with service providers, to ensure the cleaning and maintenance and provision of all services to the school are met and comply with health & Safety requirements.
7. To assist the Business Manager in consultation with various agencies on the future development of the school premises and site.
8. Under direction of the Business Manager, review policies and activities within the school, relating to general matters such as administration/clerical procedures, human resources and budgetary control.
9. To ensure that the monthly salary reconciliation is completed in a timely manner and that all resulting issues / items are recorded and dealt with.

Administrative Functions

Management and supervision of the school administration function including:

1. To be a role model by effective behaviour and leading by example.
2. To oversee the administrative function of the whole school.
3. Maintain a business like office environment and promote good relationships with staff
4. Direct line management of office staff.
5. Provide administration support for the school and ensure student reception staff are organised, directed, trained, developed and appraised to meet their requirements to support and facilitate the delivery of the curriculum and to assist with their recruitment.
6. Update general office procedures to reflect current practice and embrace new technologies.
7. Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.



8. Safeguarding – oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors.
9. Hold regular team meetings with the office staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
10. Be responsible for all aspects of performance management and professional development for the office team.
11. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
12. Carry out all duties with regard to the school's policies and codes of conduct.
13. Participate in training and other learning activities as required and to participate in appraisal and professional development.
14. Set high expectations of conduct, whilst acting as a good role model for others.
15. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
16. Assist students, parents, carers and other stakeholders with general enquiries.
17. Undertake reception duties, answering telephone calls and face to face enquiries, as required.
18. Undertake routine administration as and when required.
19. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the schools Health and Safety Policy.

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

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

Reporting to: School Business Manager

Date reviewed: 11th July 2023

