



<b>Job Title:</b>	ASSISTANT SCHOOL BUSINESS MANAGER / OFFICE MANAGER	<b>Job Number:</b>	L3986D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Education	<b>Grade:</b>	5
<b>Location:</b>	Moseley Primary School		

**Job Purpose:**

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

**Duties and Responsibilities****Strategic/Leadership Role:**

1. 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.

**School Finance**

2. 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 Headteacher and the various organisations within the establishment.
3. To assist SBM in maintaining and controlling all budgets and accounts. Ensuring effective monitoring and that satisfactory records are retained of all monies, irrespective of source including various school trips, after school clubs and other activities. Assist when external audits are performed.
4. Manage income from EDGE CLUB (before and after school provision) and DYNAMOS/NURSERY (Early years provision) by raising monthly invoices, overseeing maintenance of accounts/funding forms/codes for Early years free entitlement and chasing of payments where necessary.
5. To assist SBM in providing financial and management information to the Headteacher and Senior Management Team, School Governors, the Education Service and other agencies as

required and within the establishment, 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 school's MIS and other computer systems including maintenance of school inventory on the finance system.

### **Human Resources**

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/compliance procedures, organisation and direct/indirect supervision of these employees. Line Manage EDGE CLUB STAFF (before and after school provision) with the assistance of the Play Leader. Ensure that Personnel and Pay information for staff is added and updated on the school's MIS and that the single central record is accurately maintained for reporting to Governors.
8. To administer the policy management and compliance procedures as required, and ensure that Equal Opportunities, Health and Safety & GDPR policies are complied with.
9. In conjunction with the Leadership Team, ensure that suitable training is identified for support staff, taking in to consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken.
10. To research, co-ordinate and implement the annual Teacher Absence Insurance scheme, ensuring 'best value'. Monitor the scheme and ensure all appropriate documentation is completed.

### **Health and Safety**

11. To assist SBM to ensure that appropriate action is taken to ensure compliance with Health and Safety legislation and building regulations.
12. 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.

### **Site Management**

13. To assist SBM in managing the school premises, liaising with site staff as required
14. To assist with School lettings and hire of the Training suite to external organisations and the development of extended School activities. Be responsible for receiving and processing bookings, policies and finance tasks following laid down procedures and liaising with the Site Service Officer and Hirer as required. Raise invoices for lettings and miscellaneous charges as and when required.

## Whole School Administration

15. To assist with all aspects of the administration function providing general admin support to all school initiatives, assist with maintenance of pupil admissions, data input onto the school's MIS .
  16. Assist with whole school communication, updating information on school's website and electronic diaries.
  17. To assist with the administrative arrangements for school trips e.g. transport / venue bookings and After School Clubs updating products on the school's payment portal to collect parental contributions, maintaining appropriate records. Liaise closely with all staff and the Head Teacher with regard to Educational Visits and After School Clubs
  18. To support the school through attendance at meetings and the provision of appropriate administrative and clerical support.
  19. To attend relevant training courses to update knowledge.
  20. Any other duties and responsibilities within the range of the salary grade.
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All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

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 (Data Protection Act 1998)

**Responsible for:** A range of support staff including Administrative staff and Edge Club staff

**Responsible to:** School Business Manager, Headteacher **Date Reviewed:** Jan 2023

## Person Specification



**Job Title:** ASSISTANT SCHOOL BUSINESS  
MANAGER / OFFICE MANAGER

**Job Number:** L3986D

**Directorate:** People

**Post Number:**

**Service:** Education

**Grade:** 5

**Location:** Moseley Primary School

### Job Requirements

<b>Knowledge:</b>	• Computer applications e.g. MIS packages, Microsoft Word, Excel E-Mails etc.
	• Knowledge of school financial management and procedures.
	• Knowledge of HR management and procedures.
	• Knowledge of Premises, Health and Safety and Risk Assessment management and procedures.
	• Knowledge of school and cluster network administration systems and working practices.

<b>Skills and Abilities:</b>	• Prioritise and organise own workload and if required, workload of admin team to meet conflicting deadlines, cope with interruptions and remain calm under pressure
	• Ability to work independently, act on own initiative and be a key team member.
	• To adopt a flexible but organised and accurate approach to tasks.
	• Liaise and communicate confidently, professionally and effectively with a wide range of stakeholders.
	• Ability to analyse and interpret complex information to maximise efficiency and solve problems
	• Interpret policies and development plans and assist with the implementation.
	• Effectively control budgetary matters, income and expenditure and maintenance of accounts
	• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software

<b>Experience:</b>	• Substantial experience of working in a busy school administration environment
	• Substantial experience of financial management and administration.

	<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 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>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul> <p><i><b>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</b></i></p>
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**Date Reviewed:**     January 2023