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| P:\tracy\NEW LOGO'S\BURGUNDY_HI.jpg | **Assistant School Business Manager Grade SO2 Point 32-34** £30,676 - £32,368 FTE Per annum (£28,255-£29,813 pro rata)  |
| **RESPONSIBLE TO:**Director of School Business |
| **Staff Managed:** Admin & HR Manager |
| **Job purpose and Content:**To support the Director of School Business and to manage the day to day operation of finance, human resources and payroll within the academy. In addition to this, the responsibilities include;* Administrative systems, procedures and services
* Premises and facilities management
* Curriculum, administrative and financial ICT systems
* Health, safety and security
* Cleaning, catering and grounds maintenance
* Support to the governing body and its committees and sub committees.

The Assistant School Business Manager is responsible for the management, supervision and provision of the day-to-day finance, personnel and payroll services and school administration. These services include services that are delivered directly by staff working at the school and services that are supplied by the local education authority and commercial providers under contract or service level agreements.  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Financial Resource Management**1. Evaluate information and consult for the Director of School Business to prepare realistic and balanced budget reports
2. Use the agreed budgets to actively monitor and control performance to achieve value for money
3. Identify and inform the Director of School Business of the causes of significant budget variances and take prompt corrective action
4. Provide and monitor on-going budgetary information to relevant staff/budget holders
5. Identify additional finance required to fund Academy’s proposed activities
6. Maximise income through letters and other activities
7. Reconciliation and preparation of the Academy accounts on a monthly basis:
* Bank Account
* Sales Ledger
* Petty Cash
* Purchase Ledger
* VAT claims
* School trip income/expenditure, as and when applicable
1. Process incoming payments and grant claims
2. Ordering, processing and payment of goods and services received
3. Operation of the computerised finance information system e.g. PS Financials & BPS Planning
4. Accounting, including bank arrangements, cash flow management and the closure of accounts
5. Opening and closing periods, year-end and new financial year procedures

**Human Resource Management**1. Support the HR Manager and Senior Leadership Team to manage recruitment, performance management, appraisal and development for all employees
2. Data inputting of staff details using the personnel management information system e.g. SIMS
3. Ensure staff have a clear understanding of the policies and procedures
4. Ensure staff have a clear understanding of the use of the appraisal system e.g. Bluesky
5. Keep up to date with HR legislation and update all HR policies as per policy schedule
6. Carry out annual HR tasks/reporting such as School Workforce Census and MIS staff data housekeeping
7. Monitor staff absence and attendance, raising any concerns and supporting the absence process for relevant line manager(s)

**Administration Management**1. Assist the design and maintenance of administrative systems that deliver outcomes based on the school’s aims and goals
2. Support the Director of School Business to develop process measures that are affordable and that will enable value for money decisions for those managing resources
3. Establish and use effective methods to review and improve administrative systems
4. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
5. Prepare information for publications and returns for the DfE, Trust, LA and other agencies and stakeholders within statutory guidelines
6. Support the Site Manager in the administration of safe maintenance and security operation of all Academy premises
7. Support the Director of School Business in the monitoring of all contracts and maintenance plan, to ensure value for money, is managed well and effectively

**Management Information Systems and IT**1. Liaise with the Director of School Business and consult with relevant staff and other parties to introduce new technology or improve existing technology for different purposes
2. Communicate the strategy and relevant policies, including Data Protection for use of technology across the Academy
3. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

**Other Specific Duties**1. To continue personal development as agreed at appraisal, actively engaging in the performance review process.
2. To address the appraisal targets set by the line manager.
3. To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
4. To promote actively the Academy’s corporate policies.
5. To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
6. To show a record of excellent attendance and punctuality.
7. To adhere to the Academy’s Dress Code & Staff Code of Conduct.
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| **General Information**1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
2. Contribute to the overall ethos/work/aims of the school
3. Appreciate and support the role of other professionals
4. Attend relevant meetings as required
5. Participate in training and other learning activities and performance development as required
6. Treat all users of the school with courtesy and consideration
7. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
8. Comply with health and safety policies and procedures at all times
9. Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.Notes:1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

 Signed…………………………………………. (Post Holder) Date……………..Signed………………………………………… (Principal) Date…………….. ` |