



# ASPIRING BUSINESS MANAGER REQUIRED

Salary Scale 3: £20,310 - £21,252 pro rata  
Hours of work: 35 hours per week (Term time only)  
Monday-Friday 8am - 4pm  
Required as soon as possible



## **Summary of Functions:**

To provide comprehensive administrative and clerical support to the School Business Manager, Headteacher, and Governors in the smooth running of the school.

Under the direction of the Headteacher, Senior Leadership Team and School Business Manager, you will be promoting the highest standards of business ethos within the administrative function of the school, be responsible for all aspects of the day-to-day organisation and maintenance of the school office and its procedures and be the first point of contact for the school, dealing with enquiries from parents, pupils, staff and members of the public.

## **Main Responsibilities:**

### **Office Administration**

- Oversee all administrative systems to ensure the smooth running of processes and procedures.
- Ensure compliance with Data Protection and Freedom of Information Acts.
- Establish and monitor effective communication systems throughout the school including parents and carers and other agencies.
- Oversee general secretarial service to all teaching staff and the Leadership Team.
- Writing correspondence to parents, prospective admissions and responses to general enquiries to the school.
- Oversee statistical returns for the DfE and MAT as required, such as pupil attendance and workforce census.
- Overall responsibility for all office functions in relations to telephone call and visitors.
- Oversee the supervision of sick or injured children in a sensitive and appropriate way while waiting to be collected. Notify parents of sick children.
- Responsibility for admin tasks in the event of a school evacuation.
- Creating a pleasant reception area.
- Maintain a professional appearance whilst being welcoming and approachable.
- To deal with enquiries from staff, parents, pupils and members of the public, both in person, online and on the telephone; taking messages and referring them to the relevant member(s) of staff as necessary.

### **Monitoring Attendance**

- To be responsible for the maintenance of accurate registers.
- Production and distribution of letters relating to attendance.
- To provide statistics pertaining to attendance as required.
- To liaise with the Deputy Headteacher on matters of attendance.
- To contact Parents/Carers before 9.45am daily on a pupils first day of absence to ascertain the reason of absence if not known.

### **Pupil Administration**

- To use SIMS to keep up to date records of all pupil information, manual and computerised, up to date at all times.
- Ensure secure storage of records.

#### Managing Meal Information.

- To produce daily dinner registers, and liaise with cook re meal numbers daily.
- To oversee dinner money payments made through ParentPay.
- To maintain dinner money accounts for pupils and adults.
- Production and distribution of letters relating to dinner money accounts.
- To liaise with the Head of Kitchen/Senior Meals Supervisor to ensure weekly meal numbers agree.
- To provide statistics pertaining to meals as and when required.
- Process free school meal applications and maintain annual checking of eligible pupils.

#### Finance

- To place orders for stock items using the financial system as required, with regard to the School's Financial Regulations and policies.
- Oversee procurement for the most cost effective goods and services, identifying opportunities for cost and efficiency savings. (Best Value)
- To ensure delivery of orders are accurate and complete, and to update the financial system accordingly.
- To manage the office resources budget.
- To process income and expenditure transactions onto financial database systems.
- To produce monthly budgetary control reports.
- To monitor income from parents via ParentPay and chase outstanding debts whilst adhering to our debt policy.
- Control of and payment of Petty cash keeping accurate Petty cash vouchers ensuring correct authorisation and audit trail.
- Prepare information for audit of accounts and Ofsted.

#### Class Outings

- To liaise with teachers with regard to Class Outings (permission slips; keeping records; uploading information to ParentPay and ensuring payments are made.
- To book transport and attractions as requested.

#### Admin duties including, but not exclusive:

- To undertake photocopying/reprographic requests as required.
- To undertake word processing for the Senior Leadership Team, ensuring confidentiality at all times.
- Preparation, production, and distribution of letters, reports etc. including Parentmail.
- Help in compiling documents such as School brochure, DfE material, application packs etc.
- Daily opening and sorting of mail and recording of all out-going mail.
- To maintain filing and other information systems, ensuring that confidentiality is maintained.
- To monitor children who are collected late and liaise with parents/carers re collection.
- To contribute to the school website.
- To manage and maintain all admin systems.
- Maintain club registers and carry out all correspondence as appropriate.
- Updating staff files in relation to training, absence and other information.
- Updating the Single Central Record.
- Processing of Supplementary Information Forms as part of the Admissions Procedure.
- To administer First Aid when necessary.
- Taking minutes for committee meetings during school hours.
- To carry out such other duties as may be required from time to time to meet the needs of the service.

To implement the School's Equalities Policy fully and to work actively to overcome and to prevent discrimination on grounds of race, sex, disability and protected characteristics as defined by the Equalities Act 2010.

To understand the responsibility for safeguarding and promoting the welfare of children and to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.