



Assistant Business Manager Job Description

Post: Assistant Business Manager

Responsible to: Principal

The key purpose of this role is to ensure that the business functions of the school achieve value-for-money and provide a safe and sustainable structure for school life.

Role Purpose

To be responsible for financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors.

To be responsible for aspects of human resources within the school

To be responsible for aspects of premises management of health and safety.

To undertake any other duties appropriate to the character of work as may reasonably be required.

Main duties and responsibilities

Finance

- Working with the Principal and Finance Partner to prepare an annual budget for the school to be submitted to the Governing Body and the Trust.
- Provide specific support in both short and long-term financial management.
- To ensure and manage the school's Financial Systems in accordance with agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Principal and Governors.
- To produce monthly budget reports highlighting any discrepancies or over/under spends.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both United Learning and the school are observed.
- Working with the Principal to proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
- To prepare for approval by the Governors annual estimates of funding, income and expenditure.
- To take delegated responsibility for financial decisions following appropriate discussions with the Principal.
- To co-operate, initiate and manage audit procedures as necessary for all financial elements including voluntary funds, ensuring all relevant evidence is kept appropriately for audit purposes.
- Working with the Principal to write bids for funding, seeking revenue opportunities for defined projects or initiatives.
- To manage lettings within the premises.
- To manage and report on utilisation and targets for specific funding streams to include Pupil Premium and Sports Funding.
- To work with the Principal and Governors, assisting in devising fundraising, marketing and promotional strategies for the school.

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HR

- To liaise with external organisations to ensure that appropriate clearance for new staff and volunteers are received, to include medical checks, qualifications and child protection checks.
- To manage and develop the recruitment procedures for all staff, advising the Principal on appropriate salary scales for newly appointed staff, managing the recruitment process by drafting adverts, job descriptions and application packs, ensuring all United Learning and national procedures are adhered to (e.g. DBS, Equal Opportunities, DfE guidelines for teaching personnel).
- To develop and maintain CPD records in school, identifying training courses and placing bookings on behalf of staff. Maintain budget tracking against the annual training plan to identify opportunities and needs for staff training. Liaise with other schools and training providers to ensure best value is found for all training courses.
- To take delegated responsibility for human resources decisions following appropriate discussions with the Principal.
- To ensure that all aspects of the Single Central Record are up-to-date and precise according to legislation and best practice.

Health and Safety and Premises Management

- To be accountable for aspects of premises management and health and safety
- 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.
- Promote and ensure the health and safety of pupils staff & visitors at all times
- To oversee the premises staff in:
 - Undertaking safety audits of the premises and lead on risk assessments as required.
 - Undertaking regular security checks and identifying security risks.
 - Operating and respond to alarm systems where appropriate.
 - Monitoring CCTV or surveillance equipment where appropriate.
 - Liaising with police, security and surveillance contractors.
 - Liaise with the Trust, Governors and other agencies in all matters regarding premises.

General

- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff as appropriate.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- To be responsible, in conjunction with the Principal, for the administration and control of appropriate areas of the budget.
- Attend and participate in regular meetings, such as the Governing Body meetings (six meetings a year).
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.



- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Other

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- To plan and lead after school clubs on a regular basis.
- To attend regular network events, training and briefing events where appropriate to keep up to date with new legislation for finance, personnel, information management, Health and Safety and School Governance.

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- To act in the strictest confidence.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



Assistant Business Manager Person Specification

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Responsible to: Principal

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|-----------------------|--|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> Good numeracy/literacy skills / GCSE (or equiv) Maths and English | <ul style="list-style-type: none"> Relevant finance or HR qualification NEBOSH certificate First Aid Qualification |
| EXPERIENCE | <ul style="list-style-type: none"> Budget management experience Ability to gather, analyse and evaluate data to produce management reports and information to agreed deadlines Sound experience of the full range of administrative tasks Experience of working within a school HR experience Health and Safety experience, specifically undertaking audits | <ul style="list-style-type: none"> Supervisory experience Wider experience of school business management Recent work experience in school financial administration |
| SKILLS | <ul style="list-style-type: none"> Ability to use relevant equipment/resources and technology Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, pupils and official visitors Ability to prioritise own workload and identify problems that may require actions by others Work constructively and flexibly as part of a team, understanding school roles and responsibilities. Competent in the use of a wide range of ICT packages including Microsoft office: Word; Excel; Powerpoint Ability to establish, improve and develop systems Excellent role model for oral and written communications Knowledge of Health & Safety procedures and precautions Knowledge of COSHH regulations | <ul style="list-style-type: none"> Intermediate or Advanced use of ICT packages Knowledge of first aid |

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|------------------|---|--|
| | <ul style="list-style-type: none">• Willingness to participate in development and training opportunities | |
| QUALITIES | <ul style="list-style-type: none">• A highly professional approach to their work• The ability to thrive in a 'no excuses' culture• Great energy, enthusiasm and hope• A real drive to make things happen• A passionate desire to make a difference• Good sense of humour | |

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