**School / Leeds City Council Job Description**

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| **School**  Kerr Mackie Primary School |

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| **Post Title**  School Business Manager | GRADE SO1 | Post Ref |

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| **Post(s) to which directly responsible**  Immediate line manager |

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| **Post(s) for which directly responsible**  Headteacher |

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| **Purpose of job**  The post holder will provide effective, efficient and professional administrative support systems to the Headteacher, Governing Body and staff. The post involves the following roles:   * Assistant to the Headteacher * Receptionist and Administrator to the school * Finance Management * Personnel Management * Supporting the work of the school |

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| **Responsibilities**   * To manage the school reception and office communications systems with the support of an assistant. * To manage manual and computerised record/information systems. * To produce reports/information/data as required. * To provide administrative and organisational support to the Governing Body including attending and taking minutes for Governing Body Meetings through the year. * To share responsibility for pupil welfare. * To liaise with external agencies. To build school public relations within the community, other schools and other professional bodies. * To look after the finance aspects of the school. * To monitor and manage office stock within an agreed budget and undertake audits as required. * To complete and maintain an accurate and up to date inventory of school equipment * To manage the SIMS keeping accurate and up to date pupil and staff data records. * To supervise, train and develop other members of the office staff in all aspects of their work. * To assist the Head and Governing Body during the Admission period for Reception Class intakes and on-going in-year admissions. * To Carry out School Census, School Workforce Census and other statutory returns when required. * To assist the Head to carry out paperwork for funding applications and liaise with the awarding bodies as necessary. * To implement the financial decisions of the Headteacher, Leadership Team and Governing Body. * To attend the Finance Meetings with the Headteacher, Governors and Finance Officer as required. * To undertake and comply with financial administrative procedures, as specified in the Financial Management Standard. * To ensure that the school meets all statutory and legal requirements concerning information and financial management. * To manage the School Budget, School Fund, Before and After School Club Budget and day to day accounting, ensuring full reconciliation is undertaken monthly; produce summaries, balances and forecasts of expenditure and provide advice to the Headteacher and Governing Body concerning these matters. * To liaise with the school’s Finance Officer on a regular basis. * To assist with the planning, monitoring and evaluation of the budget, ensuring that expenditure remains within agreed limits. * To work alongside the Headteacher in the preparation, monitoring and reporting of the School Budget and Standards Fund income and expenditure throughout the financial year. * To direct all expenditure orders and invoices– checking progress and following up delayed/missing deliveries * To ensure that all cash handled within school is receipted, recorded and banked in conjunction with other office staff. * To liaise with the Headteacher and Site Manager to ensure that repairs and maintenance of buildings and grounds is carried out in accordance with budgetary provision. * To manage personnel administration – new appointments, staff sickness, supply cover etc. * To undertake the administration of payroll systems – HR administration forms, pre-employment checks, staff queries regarding salaries, sickness procedures etc * To maintain confidential staff records. * To contribute to the overall ethos, work and aims of the school supporting, where necessary, out of school events. * To establish constructive relationships and communicate with other agencies/professionals. * To comply with, and assist with, the development of policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection, reporting all concerns to the appropriate person. * Assist the Senior Leadership Team (SLT) with the setting and monitoring of annual budget expenditure * Work with the Governing Body, prepare reports and attend Governing Body Meetings. * Work collaboratively with the Governing Body to enable it to meet its statutory responsibilities * Be involved as a team leader in the Performance Management cycle, setting targets where performance is below expectations * Demonstrate a clean commitment to continuing Professional Development. * Ensure individual staff accountabilities are clearly defined, understood and agreed. * To assist admin staff to develop and maximise potential through their CPD. * To supervise admin staff, priorities and delegate the teams’ workload and working schedules * To be accountable for the achievement of the admin team productivity. * To work alongside the Head teacher in decision making and overall direction of the school with regard to all admin issues. * To ensure promotion and support of Equal Opportunities and Health & Safety * To undertake any other duties that are commensurate with the post |

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| **Relationships**  The postholder will be required to work flexibly to deliver an efficient Service.  There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers |

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| Physical Conditions The post is currently based at \*\*\*\*  \*\*\* has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| SKILLS | **Ess** | **Des** | **MOA** |
| Ability to work independently and with initiative, identify priorities and manage own workload in order to meet deadlines | \* |  |  |
| Ability to develop and maintain efficient record keeping systems | \* |  |  |
| Ability to analyse and interpret information and make recommendations | \* |  |  |
| Ability to problem solve | \* |  |  |
| Ability to manage the work of other office staff | \* |  |  |
| Ability to communicate with a range of different people | \* |  |  |
| Knowledge of SIMS |  | \* |  |
| Ability to organise and prioritise workload, direct and work with and manage as necessary small team of admin staff. | \* |  |  |
| Ability to use spoken and written skills to communicate with adults and children in an appropriate manner. | \* |  |  |
| Ability and willingness to work cooperatively as part of a team. | \* |  |  |
| Maintain confidentially with both written and verbal communication. | \* |  |  |
| To be supportive of the Christian Ethos Willing to abide by all the School’s policies and procedures such as, Equal Opportunities, Health and Safety, Child Protection, Confidentially and Data Protection Policies. | \* |  |  |
| Excellent personable skills, a welcoming manner, understanding, patience and a willingness to support staff, children and parents. To display a responsible and co-operative attitude to working towards the achievement of the school’s aims and objectives | \* |  |  |
| A commitment to own personal development and learning. | \* |  |  |

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| **KNOWLEDGE/QUALIFICATIONS** | Ess | Des | MOA |
| Knowledge of working in an administrative capacity | \* |  |  |
| Good literacy and numeracy skills | \* |  |  |
| Capability to use standard financial procedures including: collecting and recording of money, banking, processing orders and invoices within financial procedures. | \* |  |  |
| Sound ICT skills to be able to use word processing packages, spreadsheets, databases | \* |  |  |
| Qualifications or experience in administrative/financial management |  | \* |  |
| Experience of working in an Educational Setting |  | \* |  |
| Knowledge of SIMS and FMS packages. |  | \* |  |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of budget monitoring and reconciliation | \* |  |  |
| Experience of producing financial reports from computer software. | \* |  |  |
| Experience of undertaking a variety of administrative and technical duties, including data input and retrieval | \* |  |  |
| Willingness to pursue further professional development through training |  | \* |  |

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| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application Form  T = Test  I = Interview  C = Certificate |