**Job Description and Specification**

**School Business Manager – RGS Dodderhill**

**Responsible to: RGS Dodderhill Head and Director of Finance and Operations**

**Responsible for: School Administrators x2**

**Location:** RGS Dodderhill where based plus RGS Worcester/RGS Springfield/RGS The Grange when required to meet operational requirements.

**Member of:** Education and Business Development Management Team; GDPR Committee; Senior Leadership Team RGS Dodderhill, Health and Safety Committee RGS Dodderhill.

**General Purpose**

This is a new role designed to assist the Head in every way possible to ensure that the School meets it’s educational aims, remains Inspection Ready and is recognised as the School of choice locally for ‘Girls only education’. As RGS Dodderhill’s lead Education and Business Development Team (EBD Team) professional, you will be responsible for maintaining the day to day administrative operations of the School, liasing with other SLT collegues and EBD Managers as required. This includes the line management of the School Administrators.

**Main tasks and Responsibilities**

* Attend Senior Leadership meetings on a weekly basis, fully participating and contributing to decision making where appropriate.
* Plan and support changes in accordance with the School Development Plan.
* Have oversight of the School’s staff structure.
* To lead and manage the Administration Team, defining responsibilities, including performance management and the monitoring of their attendance and annual leave entitlements.
* To be third point of contact after the Head and Site Supervisor to deal with emergencies.
* Contribute to policy work applicable to Dodderhill where needed.

**Finance**

* In conjunction with RGSW Accountant, evaluate information and monitor a realistic and balanced budget for School activity.
* Ensure value for money and that spending limits are adhered to in collaboration with budget holders.
* Actively monitor and manage the budget in conjunction the Head and senior management of RGS Dodderhill, identifying significant variances and suggesting appropriate remedial action promptly.
* Advise the DFO/Head if any fraudulent activities are suspected or uncovered.
* To consistently seek to refine systems that are in place to ensure ongoing and accurate timely budget monitoring.
* Liaise with the Facilities Co-Ordinator regarding hiring requests made through BookingsPlus to ensure all relevant risk assessments and contractors requests are in place.

**School Communications**

* To arrange and manage visits of current and prospective parents with the Head. Ensuring other relevant staff members are made aware and that the School is ready to receive them so that parents and pupils alike have a welcoming experience.
* In conjunction with the Admissions and Marketing Team and wider RGS Dodderhill academic team, ensure the RGS Dodderhill website is up to date and that social media is utilised effectively. Communicate notices to staff as appropriate using SchoolPost.
* Update and publish the weekly School newsletter in conjunction with the Admissions and Marketing team.
* Produce the Week Ahead newssheet, ensuring all information is duplicated on The School website and school internet sites. Ensure calendar dates are entered onto ISAMS for publication to the web for the coming term.
* To support the School appropriately in the event of a critical incident. Liaising with central teams as required. i.e. Marketing Manager for management of social media and messaging.
* Be the main point of contact during School holidays.

**Holiday Club, After School Care and Early Years Staffing Co-ordination**

* Ensure pupils at RGS Dodderhill and beyond are made aware of holiday club provision and seek opportunities to develop this.
* Monitor pupil attendance and usage of after school care. Oversee Early Years pupil information on the Early Years Register and liaise with the Fees Administrator at RGSW Bursary.

**HR Processes/Supporting Staff**

* In conjunction with RGSW HR Manager ensure the Single Central Register (SCR) for RGS Dodderhill is compliant and accurate at all times.
* In association with RGSW HR Manager, to oversee and develop sound HR policies, procedures and practices at RGS Dodderhill appropriate to its needs.
* Lead on identifying recruitment needs and induction of all staff, ensuring their associated training and mentoring needs are met.
* Ensure all pre-employment checks and creation of files for new staff are arranged for completion by the HR Assistant in compliance with relevant ISI guidelines and Department for Education regulations.
* Maintain a good working knowledge of up to date HR practice and undertake Safer Recruitment Training.
* Support with the recording and management of staff absences. Including ensuring that return to work discussions and welfare reviews occur as and when needed.
* To report payroll variations, including overtime and unpaid leave, to RGSW Accountant on a monthly basis.
* Co-ordinate the return of Appraisal forms for RGS Dodderhill staff.
* Lead by example and act in accordance with all RGSW School policies and procedures. Offering guidance and direction where necessary.

**Other**

* Develop and maintain positive working relationships with all administrative staff across all RGS Schools to the benefit of RGS Dodderhill and each other.
* Occasional travel to other RGS Schools.
* Work in accordance with General Data Protection Regulations 2018 at all times.
* Any other duties commensurate to the post and the reasonable request of the Head and line manager.

This job description as a new role to RGS Dodderhill will be regularly reviewed and at least once per year as part of the annual RGSW Performance Management process.

**Working Conditions**

*This role is full time, all year, 37.5 hours per week with 25 days annual leave plus statutory bank holidays. Start and finish times to be determined with successful applicant. Attendance at INSET and Open Mornings will also be required with occasional travel to other School locations. The School office will be open 8am to 6pm. The School Administrators will be required to work hours that cover this, approximately 25 hours per week each, term time only. Plus an additional 3 weeks to be worked during School holidays.*

**Applicants should state their desired hours of work on their**

**application for consideration.**

**Job Specification**

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| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential**  | **Desirable**  |
| Strong Communication; both written and verbal | x |  |
| Professional Telephone Manner | x |  |
| Calm and composed in demanding environments | x |  |
| Able to build rapport quickly | x |  |
| Able to work on own initiative  | x |  |
| Ability to be discreet and act with high integrity and in a discreet manner at all times | x |  |
| **Knowledge and Experience** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential**  | **Desirable**  |
| Experience of working within a team | x |  |
| Strong IT Skills; data inputting, report generation, mail merges, social media, excel and word | x |  |
| Working knowledge of Apple Mac Systems |  | x |
| Previous of experience of working in a School or other education setting | x |  |
| Experience of processing invoice information and payments. | x |  |
| Experience of working within budgets. | x |  |
| Up to date employment legislation knowledge |  | x |
| Prior experience of safer recruitment practices. |   | x |
| Previous experience of handling confidential and sensitive information | x |  |
| **Education** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential**  | **Desirable**  |
| Educated to A level or equivalent | x |  |
| Relevant School Business Management qualification or willing to work towards. |  | x |
| First Aid Qualifications |  | x |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***