**Aberconwy Cluster**

**JOB DESCRIPTION**

##### POST: Cluster School Business Manager

**SALARY: GO6**

**POSTHOLDER:**

**REPORTING TO: Cluster HTs**

**JOB PURPOSE**

* To be responsible for the planning, development and monitoring of support services.
* To provide guidance on financial planning, budget setting and monitoring and control of budgets.
* To provide guidance and support on premises management.
* To ensure compliance with health and safety regulations.
* To monitor financial administration procedures, including responsibility for compliance with financial regulations
* To provide guidance on the effective management of support staff, including the commissioning and delegation of relevant activities and the administration of safeguarding in liaison with the CP officer.
* To be a member of the cluster schools’ management teams.

**MAIN DUTIES**

**Organisation**

* Be responsible for the planning, development, design, organisation and monitoring of support services and whole-school systems/procedures/policies.
* Be responsible for the creation and implementation of recruitment/induction/ appraisal/training/mentoring systems for support staff and volunteers.
* Represent the support staff at relevant meetings.

**Administration**

* Develop and monitor management information systems including SIMs
* Be responsible for the design, and effective operation of administrative procedures
* Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies.

**Resource Management**

* Identify the need for, select and manage resources, including management of resource budget.
	+ School capitation
	+ School Fund
* Be responsible for the appropriate deployment of staff, including organisation of recruitment.
* Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
	+ Financial Regulations
	+ Health and Safety Regulations
	+ Safeguarding
	+ Asbestos register
	+ All contractors
* Manage procurement and be responsible for securing relevant sponsorship.
* Identify the need, and be responsible for securing appropriate licences and insurance.
* Contribute to devising marketing, and promotional strategies for the school, including liaising with local press.
* Be responsible for the management of facilities, including use of premises and associated income and building works and projects. ·
* Develop work specifications and manage service contracts:
* Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
* Be responsible for planning, monitoring and evaluation of budget.
* Be responsible for the management of expenditure from the school budget
* Be responsible for the management of Health and Safety within the school including compliance with corporate health and safety.
* Develop and provide guidance on ICT provision and resources including photocopying facilities.

**General Responsibilities**

* Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the development and implementation of the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/ professionals.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.

**RIGHT TO VARY**

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.

**Signed by:** ……………………………………. **Date:** ……………………………..

**Employee’s Name and Signature**

**Approved by :**

**Head Teacher :** ………………………………. **Date:** ……………………………..

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | NVQ Level 4 or Degree qualification in relevant discipline. | AF | E |  |
| Several years experience working in an office environment at a management level. | AF | E |  |
| Experience of using Microsoft Office software | AF/I | E |  |
| Full working knowledge of relevant policies / codes of practice / legislation i.e. financial regulations, health and safety.The ability to communicate effectively orally and in writing. | AF/IAF/I | EE |  |
| ***Creativity & Innovation*** | The ability to interpret advice/statute and to devise policy/practice in the light of these | AF/I | E |  |
| The ability to relate well to children and adults | I | E |  |
| The ability to persuade, motivate, negotiate and influence. | I | E |  |
| The ability to self-evaluate learning needs and actively seek learning opportunities.  | I | E |  |
| ***Contacts & Relationships*** | Experience of working in a large multi-disciplinary organisation | AF |  | D |
| Ability to work constructively and flexibly as part of a team, making constructive input to the management of the school.  | I | E |  |
| ***Physical Demands*** | Ability to occasionally work outside normal working hours to ensure service delivery and to attend Governors meetings. | I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the Application Form (AF), Interview (I), Test at interview (T), Presentation at interview (P), Verification (V) or through a Reference (R)