

JOB DESCRIPTION

JOB TITLE:	Assistant School Business Manager Full time contract
SALARY RANGE:	Starting Salary Scale: LBR7 Range pt. 23 – 25 (£29,766 to £30,711)
RESPONSIBLE TO:	School Business Manager
RESPONSIBLE FOR:	Premises, Support Services, School Lettings, Exams Support

The following job description is not necessarily a comprehensive definition. It accurately reflects the post at June 2019 and may be subject to amendment at any time after consultation with the post-holder. The school will need to respond to government initiatives, academy status for example, and this post may evolve accordingly.

JOB PURPOSE

1. The Assistant School Business Manager will support and deputise for the School Business Manager
2. The Assistant School Business Manager will manage site staff ensuring that the school facilities are well maintained and fit for purpose
3. The Assistant School Business Manager will be an integral part of the school administration team and will provide seasonal support to the Examinations Officer

DUTIES

Financial Resource Management

1. Support the School Business manager to maintain the integrity of the school's financial systems and procedures and ensure all aspects of the finances in accordance with the school's Financial Procedures Manual.
2. To assist the School Business Manager in the preparation of a three/ five year projected budget
3. Assist the Office Manager to provide regular budgetary information to all budget holders and agree timely action to address significant variances
4. Pay continuous attention to the budget position, identifying variations and taking corrective action in liaison with the School Business Manager
5. To ensure the school follows "Best value " procedures for all purchases
6. Prepare for inspection from external Auditors and action any recommendations
7. Support the School Business Manager in maintaining the SIMS FMS financial software and provide guidance and training for other users.
8. Maximise income through lettings and other activities.
9. Prepare monthly invoices for School Lets and ensure prompt payments are received
10. Research and procure additional funding streams for the school.
11. Assist the School Business manager to negotiate contracts and manage all aspects of competitive tendering for goods and services with due regard for best value.
12. Assist the School Business manager in maintaining the school's asset register (including additions and write-offs) and ensure that regular checks of assets are undertaken.
13. Advise the School Business Manager if fraudulent activities are suspected or uncovered.

Facility & Property Management:

1. To manage and allocate duties of the site team including holiday work Schedule
2. To line manage the Head caretaker undertaking regular performance reviews
3. In conjunction with the School Business Manager ensure the safe maintenance of school site and buildings including all aspects of security
4. To ensure/ maintain all school insurances and that they are up to date
5. Provide administrative support to the School Business Manager (SBM) for building maintenance and improvements
6. Monitor and liaise with contractors, being aware of Health & Safety (including asbestos) regulations
7. Administer school and sports hall lettings and consult with hirers regarding any impinging building and maintenance works as directed by SBM
8. Maintain and update Every facilities management system for planning and recording of works, contracts, services etc.
9. To review contract end dates and ensure contracts are renewed in accordance with schools good procurement practice
10. Administration of InVentry system
11. As directed by SBM, arrange and co-ordinate improvements in furniture, fixture and fittings with contractors and staff
12. Maintain asbestos register and make available to contractors through SBM and site staff
13. As directed by the SBM submit insurance claims for forced entry, theft, fire, vandalism, water damage etc.
14. Prepare / authorise invoices for payment
15. Cost and order equipment, supplies and services, negotiating to ensure Best Value
16. Liaise with contractors for supplies and services
17. Make the SBM / Office Manager aware of any concerns or problems as they arise
18. Arrange School minibus MOT, Tax, safety checks, maintenance and repairs, refuelling and checks (i.e. tyres) by caretakers
19. Arrange Staff minibus tests, maintain authorised driver list and check staff driving licences (annually)
20. Administer First Aid when necessary and remain certified
21. Assist with reception duties as an when required
22. Attend courses and receive training as appropriate for the role
23. General Administration and other duties that may be reasonably requested

School Lettings

1. To manage to School Lettings system and process and liaise with Lets and Site team regarding any building programs
2. Liaise directly with Lets regarding bookings and facilities
3. Ensure lettings personnel comply with statutory requirements e.g. DBS and public liability insurance
4. Review and update all documentation provided by Lets annually

Health & Safety

1. Support the School Business manager in ensuring systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the School Business Manager and where appropriate the Health & Safety Executive.

Examinations Officer Support

1. Provide back up and support to the schools examinations and data Officer during peak exam periods
2. Assist with the daily running of examinations, delegating to senior invigilators as appropriate, to ensure consistency of all examination rooms at the start of the examinations and that arrangements for candidates with special requirements are in place
3. Assisting the exams officer with collecting and dispatching worked scripts in accordance with the regulations
4. Supporting the examinations Officer with ordering of examination stationary, ensuring safe custody of examination materials in accordance with regulations, resolving examination clashes in accordance with regulations and arranging external examinations for non - curriculum subjects including community languages