

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT – PHASE 2

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: BUSINESS MANAGER / OFFICE MANAGER

(primary / early years / special)

JEID REF: S0419

POST LEVEL : Band J

BROAD DESCRIPTION:

Operate as a member of SLT, contributing to the strategic direction of the school and be responsible through the Headteacher to the Governing Body for the development, management and operation of all support services (e.g. financial, HR, legal, ICT, contracts) systems and procedures.

Responsible for the development and effective use of the school site.

Management of all support staff.

Responsibility for people (other than employees supervised/managed):

The post has a major indirect impact on the well-being of individuals or groups (ie physical, mental, social, health and safety), through contributing to school planning, the development of school policies and delivering a business service to the Head and Governing Body.

Responsibility for staff:

The post has direct leadership responsibility for a large number of staff (normally more than 25), comprising different groups of support staff covering different areas of activity.

Responsibility for budget: The post has direct responsibility to the Head for accounting for the school's financial resources and contributing to (advising and quiding) the school's budget setting and monitoring, ensuring effective spend. Total budget about £1.5 million.

Responsibility for physical resources: The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:

Planning and development:

As a member of the school's senior leadership team, to share in the decision-making process and formulation of aims and objectives of the school.

Establish the policies and development plans through which they will be achieved.
Monitor progress towards their achievement.
Attend appropriate full Governors' meetings and sub committee meetings, advising governors as appropriate.

Finance and admin:

Oversee spending of the budget, as required by the Governors, ensuring financial probity and that audit recommendations and SFVS requirements are implemented.
Oversee the work of the finance and administration staff, ensuring that an effective admin/financial service is provided for the school.
Advise governors on insurances for the school, seeking professional insurance advice as necessary.
Look for opportunities to maximise income / secure sponsorship
Be point of contact with DFE, LA and other agencies on grant applications, gifts and other donations.
Negotiate, manage and monitor contracts, tenders and agreements (where delegated responsibility for contracts is held) and liaise with the LA where it has responsibility for contracts under Best Value arrangements.
Ensure effective development, management and operation of Management Information systems.
Develop and monitor policies, securing Governing Body agreement as necessary, to ensure school complies with legal and other requirements (eg. Data Protection, Child Protection, H & S, CRB, Lettings, Charging, Contract Standing Orders, Copyright, FOI, HR and Pay).

Management information:

Manage all data collection and reporting – to Headteacher, Governors, LA,, DFE etc.
Take a lead role in developing management information systems and the use of appropriate software, ensuring their appropriate implementation and maintenance.

Health and Safety

Act as the school's H & S co-ordinator

Premises:

Oversee school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
Make recommendations on the spending of repairs and capital budgets.
Ensure repairs and improvements are fit for purpose.
Strategic planning and management of external contracts (eg Grounds maintenance, new buildings, refurbishment).
Develop specifications for new buildings, adaptations and obtain tenders.
Acquire and dispose of equipment and resources as authorised by the Governing Body.
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Responsible for the development of school facilities for out of school use, including lettings.

Personnel:

Lead, manage and develop support staff (i.e. administrative, technical, financial, facilities, TAs etc) , delegating day to day line management, as necessary, to supervisors/team leaders
Implement HR policies and practices within school.
Ensure fair and equitable recruitment, deployment, management and pay processes are in place and operated.

Ensure that pre-employment clearances and induction processes are carried out.
Advise the Head and Governors on employment legislation and policies, contractual and salary matters, taking advice as necessary from the personnel provider.

General:

Promote and market the school and secure funding/sponsorship.

Manage service contracts.

Attend and participate in meetings as appropriate.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Educated to degree level or equivalent in relevant discipline

Diploma in School Business Management

Knowledge of specialist ICT packages, eg finance and SIMS

Business management experience in a school environment

Supervisory or staff management experience & able to lead/motivate staff

Financial administration experience & knowledge of financial policy and standards

Good communication skills, oral and written

Excellent organisational skills

Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders),