



PIRTON HILL PRIMARY SCHOOL

JOB DESCRIPTION

TITLE: Business & Resource Manager

SCHOOL: Pirton Hill Primary School

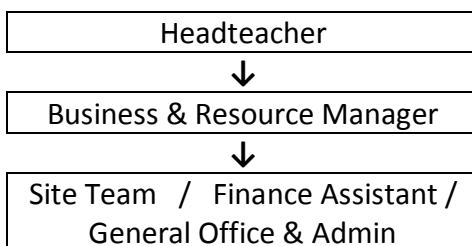
POST NUMBER: PH01

RESPONSIBLE TO: Headteacher

GRADE: M3

PURPOSE OF POST: The Business and Resources Manager works alongside the Headteacher to provide the strategic direction, detailed planning and operational management of all non-teaching functions, ensuring efficiency and best value. Supporting the vision, aims and ethos of the school, the post holder will contribute to the management strategy in accordance with the School Improvement Plan, Ofsted Action Plan and other relevant action plans.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

		%
1.	Determine, monitor and review appropriate support systems and structures (staffing and resources), to ensure the provision of on-going effective management support for the smooth-running of the school, advising the Headteacher and Governing Body as appropriate and comply with financial regulations, school Standing Orders, personnel procedures, service level agreements and the regulations and directives of Luton Borough Council.	30
2.	Manage the allocation of duties, the performance and development of school support staff with responsibility for financial accounting, payment of accounts, placing of orders, payroll notification, school buildings, security, cleaning, computerised management information systems, reception, clerical and administrative support.	20

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Headteacher: _____ **Date:** _____

PRINCIPAL RESPONSIBILITIES:		%
3.	Co-ordinate the compilation of an annual financial budget for the school, monitoring income and expenditure and presenting regular management reports and advice to the Headteacher, Leadership Team and Governing Body, identifying any budgetary difficulties in a timely, proactive way.	10
4.	Manage the safety of the school site, including asset management planning, the continuity of utilities and insurance, Health and Safety compliance, emergency / business continuity planning and ensuring that the school's maintenance expenditure is targeted to priority areas	10
5.	Ensure the compilation of returns and records required by Luton Borough Council, the DfE and external agencies.	5
6.	Determine, identify and develop opportunities to maximise external income for the school, including the preparation of bids for funding from external agencies, in liaison with the Senior Leadership Team and the Governing Body.	2
7.	Determine and advise the Headteacher in the identification and selection of support service providers which provide value for money for the School. Monitoring quality and service level agreements and identify any concerns to the Headteacher in a timely, pro-active way.	5
8.	Work with the Site Agent on projects and direct architects, contractors and other outside agencies on the design of new facilities, ensuring the facilities meet curriculum requirements, are forward looking, practical and affordable. Ensure all projects and developments meet statutory requirements including the Disability Discrimination Act (DDA). Write and submit bids to develop the school building and facilities.	5
9.	Determine, manage and plan for the most effective and efficient systems, including information and communication technology, their maintenance, renewal and updating, to ensure a safe and healthy environment for children, staff and visitors and compliance with all relevant legislation.	5
10.	Manage the smooth operational running of the school including adequate resourcing for all teaching and learning activities, ensure appropriate levels of heating, lighting, security and maintenance whilst ensuring the best value principles.	5
11.	Manage security of all information systems to ensure compliance with the Data Protection Act and Copyright & Broadcasting Legislation, responding appropriately to change requirements.	3
12.	To undertake any other duties of a similar level and responsibility as may be required in order to help the school effectively meet its various obligations.	

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DIMENSIONS:

Supervisory Management: 2 Site Agents, cleaners, up to 2 finance staff and up to 6 general office and administrative staff
Financial Resources: Budget over £2 million
Physical Resources: Office and other equipment
Other: None

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This postholder will have a leadership role, will sit on the school's Senior Management Team, and will make a significant contribution to the school's business planning activities, including in relation to the administration and co-ordination of the Ofsted inspections process.

Physical Effort:

N/A

Working Environment:

N/A

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

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PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of the management and supervision of employees performing similar work e.g. performing financial administration of budgets and personnel records using manual and computerised systems, facilities and premises.	1,2	Experience in the Education sector.	1,2
	Experience of the management and use of IT for financial and personnel practices, spread-sheets and databases.	1,2	Experience of working in a school environment.	1,2
Skills/ Abilities	Strong financial and analytical skills.	1,2		
	Literacy skills to be able to draft reports, and understand complex written guidance.	1,2,5		
	Able to communicate effectively with parents, students, governors, the LA, external agencies and colleagues.	1,2,5		

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Attributes	Essential	How Measured	Desirable	How Measured
	Presentation skills. Ability to work with minimal supervision and direction. Ability to adjust to constantly changing work demands and to meet competing deadlines. Ability to develop the skills of others within a structured framework. Ability to work as part of a multi-disciplinary team. Sound ICT skills. Ability to manage the performance of others. Ability to act on own initiative. Ability to make effective decisions. Consultation and negotiations skills. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	5 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2		
Competencies	Able to form appropriate relationships with young people.	1,2		
Equality Issues	Committed to the principles of equality of opportunity.	1,2		
Specialist Knowledge	Strong general business background including financial acumen.	1,2	Knowledge and experience of SIMS packages.	1,2
Education and Training	Qualification relevant to the job, or good evidence of equivalent experience and training gained in the work place.	1,2,4		

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Attributes	Essential	How Measured	Desirable	How Measured
	A recognised management qualification (e.g. DMS, MBA, CIPD, CIMA, AAT).	4		
Other Requirements	Commitment to continuous professional development.	1,2		
	Able to work flexibly to meet the needs of the schools (This will include some evening meetings, a maximum of 12 per year).	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

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