

Job Description: Assistant Business Manager

St Joseph's Catholic Primary School, Barking.

Manages/Supervises: 2-3 Staff

Purpose of Job

The post holder will be expected to work on their own initiative at times and follow clear instructions but at other times to work under the direction of the Head Teacher and with the trust CFO. To liaise, seek guidance and work under the direction of the Head Teacher if any serious or contentious issues arise.

1. To provide confidential administration and financial support for the School and Headteacher.
2. Assure there is strict adherence to financial policy and deliver the Governor's vision of a financially secure School.
3. To undertake the monthly payroll checks and authorisations (in line with EPM policies and procedures) for the schools.
4. To organise and oversee all aspects of educational visits (day and residential).
5. To ensure that all staff absences (illness/courses; short/long term) and duties within the admin/office team are covered in cases of absence in consultation with the Headteacher.
6. To ensure all staff have current DBS clearance and that the SCR is up to date for the School.
7. The ability to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.

Main Responsibilities

The post holder will be expected to work on their own initiative at times and follow clear instructions but at other times to work under the direction of the Head Teacher. To liaise, seek guidance and work under the direction of the Head Teacher if any serious or contentious issues arise.

Financial

1. Assist the Head Teacher and trust Chief Financial Officer (CFOO) in the annual preparation of the budget.
2. Ensure all financial transactions carried out comply with the Schools regulations including administering the School's delegated budget under the direction of the Executive Headteacher and Headteacher.

3. Prepare financial information.
4. Process all incoming invoices and make appropriate supplier payments.
5. Provide information reports and analysis on budget, expenditure and income, as required.
6. Maintain financial information on all School activities.
7. To ensure compliance with the GSCT Financial Procedures Manual.
8. Ensure monthly submission of VAT returns and the correct recording of all VAT payments.
9. To supervise the school's accounting function (Access Finance), ensuring its efficient operation according to agreed procedures, and to maintain these procedures.
10. To monitor all accounting procedures and resolve any problems including:
 - The ordering, processing and payment for all goods and services provided to the school
 - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Oversee the maintenance of the asset register
 - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
11. Maintain the School bank accounts.
12. Monitor and oversee the ordering of supplies, ensuring all School procedures relating to checking and coding are adhered to.
13. Assist in the preparation of statistics for returns to the trust, Local Authority and the ESFA/DfE.
14. Cost educational visits and advise staff organising educational visits ensuring School procedures are adhered to.

Administrative

1. Liaise on a daily basis with AHT's (name specific person) with regard to absences and cover needed.
2. Ensure maintenance of staff records with emphasis on documents of a confidential nature.
3. Set up and maintain staff workforce census.

4. Ensure all documents to relevant outside agencies are completed and returned within given deadlines.
5. Attend internal and external meetings as required.
6. Obtain estimates adhering to School regulations and ensure value for money when placing orders for supplies and repairs.
7. Arrange venues, coaches and risk assessments, for School visits and residentials. Advise Headteacher where trip is not viable in terms of monies paid.
8. To assist in the management of the school/trust accounting function, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by conducting at least an annual review.
9. Ensure that financial systems within the school meet the requirements of School's regulations, follow sound practice, have clear accountability and are closely monitored.
10. Be responsible for ParentPay.
11. Reconcile, bank monies and keep accurate records
12. Be responsible for booking staff on courses. Arrange cover as necessary, working with the AHT/HT.
13. Establish and use effective methods to review and improve administrative systems.
14. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
15. Benchmark systems and information to assess trends and make appropriate recommendations.

Pupils and Parents/Carers

1. Ensure systems for first-aid are implemented.
2. Ensure supervision of any late-collected children at the end of the day in the absence of the Office Supervisor/Office Assistant.

Human Resources (HR)

1. To undertake the monthly payroll checks and authorisations (in line with EPM policies and procedures) for the schools.
2. Act as the School's link with the Human Resources Department (EPM) on a variety of staffing matters such as list 99's.

3. Undertake the administration relating to the recruitment of staff and related record keeping.
4. Ensure appointed staff complete relevant personnel documentation for pre-employment checks and salary payments.
5. Ensure all visitors (eg: dance tutors, football coaches etc) have a current DBS and keep a record of their numbers.
6. Ensure all checks and codes for claims forms for salary/wages payments are correct.
7. Organise and maintain general and confidential filing systems.
8. To ensure that all staff absences (illness/courses; short/long term) and duties within the admin/office team are covered in cases of absence in consultation with the Headteacher.
9. Complete weekly staff absence returns and upload to HR portal, ensure that staff have completed relevant forms (MC, self-certificate etc)
10. Ensure all First-Aiders have up to date certificates. Keep accurate records. Organise courses as necessary.
11. To manage and ensure that good personnel practice is followed throughout the school and that the policies adopted by the Governing Body are implemented.
12. To manage and be responsible for all personnel records for the school, ensuring compliance to GDPR.
13. To manage and be responsible for all the processing of all paperwork relating to new staff and the submission to the HR provider.
14. To manage and deal with staff queries about Salaries, expenses, sickness and maternity procedures etc.

Information Technology and Resources

1. To use and develop computer aided administration within the School, ensuring all records are kept accurately and comply with the requirements of GDPR.
2. To undertake word processing to create and maintain documents.
3. To be responsible for the School's financial data management system.

Facility & Property Management

1. Assist the Headteacher to ensure the supervision of relevant planning and construction processes is undertaken in line with the contractual obligations.
2. Assist the Headteacher in managing the maintenance of the School site including the purchase and repair of all furniture and fittings.
3. Liaise with the School Lead Caretaker to ensure a safe environment for the stakeholders of the School to provide a secure environment in which due learning processes can be provided.
4. To arrange training and maintain training registers for fire wardens and first aid related courses.

Health and Safety

1. Assist School Lead Caretaker in the maintenance records of the fire practices and alarm tests.
2. Ensure the Schools Health and Safety procedures are followed at all times.

General Duties

1. Occasionally supervise contractors, allocating workload, checking for quality and delivery of service, as required by the Headteacher.
2. Be aware of and 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.
3. Contribute to the overall aims and ethos of the School.
4. Share expertise and skills with others, including induction for new office staff.
5. Assist EHT in the preparation and deliverance of Governor packs where required. Including attending Governor meetings where required and undertaking actions as directed by the Head Teacher.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Ensure accident reports are completed in a timely manner and report to RIDDOR when necessary.

10. Ensure compliance with appropriate legislation.

11. Ensure compliance with Health and Safety legislation and School Health and Safety Policies.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Executive Headteacher within the grading level of the post and the competence of the post-holder.

Assistant School Business Manager:..... Date:.....

Headteacher: Date:.....

Person Specification

We seek a finance professional. They will combine a record of successful operational practices and knowledge with strong interpersonal skills and the ability to undertake financial and budgetary work at school level.

They will demonstrate the following experience, skills, knowledge and personal attributes.

Criteria	<i>Essential and Desirable Requirements</i>
Qualifications	Recognised business/finance qualifications desirable
Professional Experience	Essential knowledge: - Experience working within an academy/academy trust in a finance capacity. - Understand the financial functions and duties of an Academy. - The ability to use information technology to an intermediate standard including Microsoft Office and experience in use of financial accounting software. Essential skills and abilities: - The ability to undertake a wide range of financial and administrative tasks. - The ability to adapt to both varying tasks and those of a routine nature. - The ability to absorb information readily and speedily and work under pressure. - The ability to respond effectively to staff, outside agencies, suppliers, stakeholders and the general public at all levels, both in person and over the telephone. - A good understanding of the need for confidentiality and secure financial systems. - Proven literacy, numeracy and communication skills. Essential experience: - Be able to demonstrate experience of providing effective financial support and planning. - Experience of using financial systems and procedures. Special conditions: - Willingness to undertake further training as required - for example for the software used by the academies finance system. - The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
Personal Attributes	- Ability to build and maintain effective relationships - A deep commitment to the vision and aims of the Trust. - A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation. - High levels of energy and personal impact with the authority to support the Head teacher and senior stakeholders. - High professional standards in dress, attendance and punctuality - Hardworking, efficient and ever-visible - A good understanding of and commitment to equal opportunities policies and its relationship to The Good Shepherd Catholic Trust.