



Westfield School
Nurturing Individuality & Progress

JOB DESCRIPTION

Post: Assistant School Business Manager

Salary: Bucks Pay Range 7

Contract: 30 hours per week x 40 weeks per annum.
(Term time + 5 INSET days + 1 week during the holidays)

Responsible to: School Business Manager (SBM)

Responsible for: Site Manager

Role summary

To assist the SBM in providing high-quality operational support across the school's business and administrative functions. Operational responsibilities include health and safety, premises, GDPR, human resources, compliance and finance. Working collaboratively with the SBM on all aspects of the development of school operational and support functions.

The Assistant School Business Manager (ASBM) deputises for SBM.

Main Duties and Responsibilities

LEADERSHIP

- Support the SBM by managing the operational oversight in the delivery of GDPR compliance, premises, health and safety, HR and financial responsibilities.
- Responsibility for the line management of the Site Manager, ensuring that all operational practices are safe, legally compliant and aligned with the school's strategic goals and policies.
- Support the SBM with the effective operation of the day-to-day functions of the school.
- Work collaboratively with the SBM in all aspects of the development of the school functions.
- Provide advice and support to the Headteacher and professional support to SLT.
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's Strategic Plan.
- Promote and support the SBM in ensuring compliance of policy and practice.

GDPR

- Lead on the management and coordination of GDPR compliance across the school.
- Maintain the school's GDPR/data protection tracking systems, including the central data spreadsheet covering Subject Access Requests (SARs), Freedom of Information (FOI) requests, data breaches, Data Protection Impact Assessments (DPIAs) and related records.
- Oversee data retention and data destruction processes, ensuring that personal data is securely disposed of in line with statutory timelines and the school's retention schedule.

- Draft, review and maintain all GDPR-related policies, procedures and privacy notices, ensuring they are up-to-date and compliant with statutory requirements.
- Promote staff awareness of data protection obligations and coordinate delivery of GDPR training for all employees, ensuring training records are kept accurate and current.
- Act as a key point of contact for GDPR queries, the Data Protection Lead, liaising with the Data Protection Officer (DPO) as required.

HEALTH & SAFETY

- Responsible for the recording and reporting of all accidents and injuries, ensuring compliance with statutory requirements.
- Analyse accident and injury data to identify patterns, risks and areas for improvement.
- Responsible for the recording of restraint/incident forms in line with school policy, maintaining records and statistical data for Headteacher and SLT review.
- Coordinate and oversee Health & Safety governor visits, ensuring findings and actions are followed up appropriately.
- Attend training as required for IOSH, fire awareness, legionella and other Health & Safety-related areas to ensure compliance with statutory and organisational requirements.
- Deliver H&S induction for new staff, ensuring all employees understand their responsibilities.
- Oversee the management and maintenance of H&S records, ensuring documentation is complete, up-to-date and compliant.
- Support the completion, review and monitoring of risk assessments and procedures across the school, ensuring they are fit for purpose and implemented effectively.
- Responsible for health and safety audits, producing and monitoring action plans

PREMISES

- Manage and track all school keys, ensuring secure and accurate control systems.
- Oversee the allocation, management and tracking of staff lockers.
- Oversee the management and tracking of alarm fobs, ensuring security protocols are followed.
- Point of contact for resolving CCTV system issues.
- Maintain and review premises-related policies and procedures.
- Oversee the safe operation and management of the school car park.
- Manage the availability of staff parking spaces, maximising the space made available, making recommendations to the Headteacher on policy options.
- Maintain the school's master site map and ensure updates reflect any changes to the estate.
- Monitor and support maintenance compliance requirements, ensuring statutory checks, servicing and remedial actions are completed and recorded.
- Responsible for the compiling and maintaining the premises maintenance plan, agreeing priorities and the yearly financial commitment in conjunction with the SBM.
- Oversee the visitor/staff signing in system, ensuring it is maintained up to date and is used appropriately. Providing reports as required by the Headteacher and SLT.

HR MANAGEMENT

ABSENCE MANAGEMENT

- Ensure the effective operation of the school's Absence Policy in line with organisational procedures.
- Manage all staff absence requests, including processing requests for leave, recording absences in the school diary and liaising with Assistant Headteachers when required.
- Coordinate with the Office Manager (OM) and record compassionate leave, ensuring accurate categorisation (e.g., paid/unpaid) and appropriate authorisation.
- Oversee sickness absence processes, including daily monitoring and recording of staff sickness.
- Ensure timely receipt and logging of self-certification forms and medical certificates.
- Record sick absence accurately on the school's absence management system (e.g., SAM) and escalate concerns where appropriate.
- Oversight of OM in ensuring absences are reported to LA.
- Producing and providing reporting as required.

RECRUITMENT

- Liaise with the Headteacher (HT) or Deputy Headteacher (DHT) to agree suitable interview dates.
- Liaise with the HT or DHT regarding advertising, job descriptions and person specifications to ensure recruitment materials are accurate and compliant.
- Oversee the Office Manager to ensure all administrative and logistical recruitment tasks are completed as briefed.
- Liaise with the HT or DHT during the shortlisting process, ensuring all documentation is prepared and recorded.
- Liaise with the HT or DHT to prepare interview questions, tasks and assessment materials.
- Attend interviews and take accurate, professional interview notes.
- Prepare and issue offer letters, ensuring compliance with safer recruitment procedures.
- Ensure all new starter paperwork is submitted to HR.
- Track recruitment-related costs and maintain accurate records.

TEMPORARY STAFF

- Manage the school's relationships with recruitment agencies, ensuring value for money and adherence to agreed terms.
- Arranging and managing agency cover including providing a brief, candidate selection, vetting compliance and bookings.
- Maintain the school diary with bookings and ensuring allocation of keys.
- Feed into the financial forecasts for agency staff, ensuring the Finance Assistant has the necessary information to maintain accurate forecast plans.
- Timesheet approval

FINANCE

- Support the approval and processing of purchase orders, ensuring accuracy, correct coding and alignment with budgetary controls.
- Assist the SBM with importing the rec file processing and reconciliation.
- Ensure the raising of invoices for chargeable school services and the collection of income.
- Monitor expenditure within the Premises and Health & Safety budgets, highlighting variances and potential pressures to the SBM.
- Track recruitment-related costs, ensuring accurate recording against the appropriate budget lines.
- Responsible for the purchasing of goods, ensuring the appropriate authorisation and budget commitment, assisting in sourcing alternative suppliers/benchmarking.
- In conjunction with the Finance Assistant, the sourcing of grants and bid applications in line with the schools strategic plan and priorities set by the Headteacher.

ADMINISTRATIVE

- Responsible for the tracking the review of the school's procedures and policies, alerting owners to pending review dates and raising any non-compliance with the Headteacher/Deputy Headteacher.
- Support the SBM in managing the whole school administrative function, promoting the high standards of business ethos and ensuring the most effective use of resources in supporting the school objectives.
- Support the SBM in the management of the IT systems.

GENERAL

- To undertake errands, when necessary, within the village.
- To assist with various duties as directed by the SBM, generally contributing to the smooth running of the school office. To carry out other duties from time to time that may be reasonably expected.
- To undertake such training as is required to be able to meet the requirements of the post.

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably requested.

Other responsibilities:

- To follow school policy as documented and/or as directed by the Headteacher.
- To present the school in a positive way in the community.
- To be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- To follow the school's Equality, Diversity & Inclusion policy
- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure procedures are followed in the event of an accident or incident.
- To participate in the school's performance management process.

Safe Guarding:

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time after consultation with the employee.

Role Holder

Signature: _____

Date: _____

Print Name: _____