



Manor Wood
Primary

School Business Manager Job Description

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Manor Wood Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: School Business Manager

Pay Grade: PO2 Point 29 - Point 32 (£37,336 - £40,221). All year round.

Line managed by: Headteacher and Children's Centre Manager

Purpose of the post

The purpose of the business manager role is to work collaboratively with the Headteacher and CC Manager, ensuring that the operational side of the school is running effectively. This includes:

- Leading the school and CC office team
- Being responsible for all matters of school administration
- Undertaking significant Human Resources duties to support the Senior Leadership Team, such as staff absence management
- Support the Headteacher, CC Manager and SLT in the effective running of the school
- Carry out basic finance tasks e.g., raising orders, processing invoices etc.

You will be leading the operational side of Manor Wood Primary School, a two-form outstanding Primary School, as well as the Manor Wood Children's Centre.

Responsibilities

Leading the School and CC Office Team

The office team is made up of 3 Administrative Assistants at Manor Wood Primary School, as well as an additional Administrative Assistant at the Manor Wood Children's Centre. Your duties will include:

- To supervise the day-to-day work undertaken by the office team.
- To delegate appropriate tasks to other members of the office team.
- To work together with the Headteacher and CC Manager to effectively line manage the office teams.
- To ensure that the office teams deliver a warm and friendly service to all parents, staff and stakeholders.

Responsibilities continued:

Administration Duties

- Manage the schools admissions process, ensuring that children are offered a place promptly.
- Manage the School's Single Central Record, ensuring that necessary pre-employment checks are carried out and records stored appropriately.
- Manage the schools' Management Information System (Arbor), ensuring that all the data is updated.
- Manage the submission of the school census, which is done termly.
- Upon request, produce reports from the school Management Information System for Senior Leaders, Governors or other stakeholders.
- Work together with the Data Protection Officer to lead on data protection within the school.
- Ensuring that registers are kept up to date.
- To ensure that all pupil leavers are recorded promptly.
- To ensure that all necessary information is communicated with parents, and ensure data protection when doing so.

Finance Responsibilities

- Create new purchase orders when requested by the Headteacher and CC Manager.
- Processing invoices so that the central team can pay them in a timely manner.
- Ensuring that all orders have been received.
- Ensure that the list of suppliers is up to date.
- Manage the contract registers and collaborating with the Trust's finance team for procurement of new services.
- Work with the Trust's Head of Estates and CFO to undertake procurement projects.
- To be responsible for compliance with Owlcotes MAT financial regulations.
- To carry out the debt management process as necessary, collaborating with the CFO when needed.
- To claim for funding and grants such as the Funded Early Education Entitlement (FEEE).
- To process all staff overtime/expense claims.

Human Resources Responsibilities

- To oversee induction, appraisal and mentoring of staff that you directly line manage.
- To work in partnership with the Trust Administration Manager to recruit new members of staff, and ensure all pre-employment checks are carried out appropriately.
- To carry out the staff absence management process as directed by the Headteacher and CC Manager, including Stage 1 and Stage 2 absence meetings with staff.
- Where appropriate, liaising with the external HR advisor around employment issues.
- To provide frequent reports to the Headteacher and CC Manager on staff attendance.

Other Responsibilities

- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions:

This post is currently based at Manor Wood Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Manor Wood Primary School has access via the ground floor.

This post is subject to an enhanced Disclosure and Barring Service check.

Manor Wood Primary School operates a non-smoking policy.

Economic Conditions:

Grade: National Joint Council Point 29 - Point 32 (£37,336 - £40,221). All year round.

Nature of appointment: Permanent appointment, subject to a 6-month probationary period.

Annual Leave: 27 days basic leave, plus 8 statutory holidays.

Hours: The post is 37 hours per week, Monday – Friday, with the option for additional hours by agreement.

Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Manor Wood Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications:

Essential: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent).

Job Description Prepared/Reviewed by: Harry Whitaker, 12/09/2024

Job Description Approved by: Kate Humphries, 12/09/2024

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Good level of written, oral and communication skills.			A/I
Able to communicate effectively with a wide range of people including sensitive and complex information.			A/I
Able to produce and present reports and data.			A/I
Able to establish and maintain accurate records using both manual and electronic systems.			A/I
Able to accurately enter/retrieve data information from information systems.			A/I
Able to contribute to the improvement of the service including processes and procedures.			A/I
Able to prioritise own and team's work to meet conflicting deadlines.			A/I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge of general office procedures and practice.			A/I
Knowledge of relevant financial regulations to carry out financial transactions.			A/I
GCSE in English and Maths (Grade C or above, or equivalent).			A/I
NVQ Level 3 <u>or equivalent</u> .			A/I
Postgraduate degree or other higher-level qualification			

EXPERIENCE	Essential	Desirable	MOA
Experience of providing customer focussed services.			A/I
Experience of supervising and developing staff.			A/I
Experience of participating in teams and working on own initiative.			A/I
Experience in the use of the Microsoft package.			A/I
Experience working within a school/education setting			A/I
Experience carrying out financial transactions e.g. raising orders, processing invoices etc.			A/I
Experience using a Management Information System such as Arbor, SIMS etc. and producing effective reports			

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A/I
Willing to carry out all duties having regard to an employee's responsibility under Owlcotes Multi-Academy Trust and Manor Wood Primary School's Health and Safety Policies.			A/I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.			A/I
An ability to respect sensitive and confidential work.			A/I
Commitment to own personal development and learning.			A/I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**