



School Business, Data & Exams Manager

Job Description

1. JOB TITLE	School Business, Data & Exams Manager
2. GRADE	PO3/4
3. SUPERVISED BY	Principal
4. SUPERVISION EXERCISED	Directly: Receptionist, Finance Officer Indirectly: Premises, Catering & Cleaners
5. CONTACTS	Internal: Staff and students External: External agencies, students, parents, schools and colleges.

Purpose of the post

The post-holder will manage Financial and HR processes acting as a liaison between OHC&AT Business Services and the schools.

Provide support to the Principal and Senior Managers, ensuring continuity is maintained between staff, pupils, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

Under the direction of the Director of Finance (Academies) and working with the Management Accountant the post holder will be responsible for managing financial processes in the school and liaising with the shared service finance team.

Under the direction of the HR Director the post holder will be responsible for managing HR processes in the school and liaising with the shared service HR team.

The post holder will actively embrace the Trust's core principles to ensure an inclusive and positive environment for our pupils with learning difficulties and disabilities.

Reporting Relationship:

- The post holder will report to the principal; The Skills Hub (TSH)
- For Financial tasks the Director of Finance – Academies will lead on timescales and support with duties
- For HR tasks the HR Business Partner will provide local support and guidance.

Supervisory Responsibility:

The post holder will have line management responsibility for;

Receptionist

Finance Assistant

Caretakers

Caterers

Cleaning

Functional links:

The post holder will liaise with senior managers, OHC&AT Shared services teams school staff, pupils, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of The Skills Hub.

Key responsibility areas

Financial Management

- To use the OHC&AT Finance system in accordance with the Financial Regulations to place routine purchase orders, reconcile delivery, code and seek approval for payment of invoice for submission to OHC&AT Finance.
- To act as the super-user for the OHC&AT Finance system working with OHC&AT Finance department. To be responsible for the maintenance of computerised databases (Arbor), creating and updating records and producing reports as required.
- Oversee the processing of all school orders ensuring budget provision and authorisation prior to processing. Enter all orders onto the OHC&AT Finance system. Subsequently receiving deliveries and checking against orders before distributing to budget holder. Liaise with suppliers regarding delivery dates and track.
- Be responsible for the checking of the receipt of invoices against delivery of orders and code against budget line for payment. Monitor budget expenditure against planned profiled spend and inform Principal/OHC&AT Finance of variation to forecast.
- Take responsibility for managing Petty Cash, detailing all income expenditure and providing receipt of payment. Monthly reconciling of Petty Cash for sign off by Principal and ensuring cash reserves are available within agreed limits. Ensure that Petty Cash is reconciled and recorded appropriately on the relevant system
- Monitor and manage the processing of all staff expenditure in terms of monthly claims for expenses and mileage claims
- Monitor and manage the processing of all staff overtime claims to comply with monthly returns to OHC&AT Payroll

- Monitor and manage all Agency staff timesheets for processing with OHC&AT Finance and provide the Agency Flash Report data on a weekly basis
- Manage GPC card reconciling and authorisation payment to OHC&AT Finance
- Monitoring of SIMs Agora in respect of payment by parents of school meals, offsite trips/activities and uniform, following up bad debtors. Training support for parents/carers to access SIMs Agora. Ensure monies collected and recorded appropriately including recording donations received by friends of the school.
- Support OHC&AT Finance with data reports/information as requested
- Ensure bursary payments are administered in accordance with school policy and targets.
- Ensuring accurate records maintained for pupils on roll and regular liaison with OHCAT Finance to assist with maximisation of top-up funding recoupment.

Human Resource Management Support

- To support the Leadership at The Skills Hub in the safer recruitment of all staff in accordance with all OHC&AT policies and HR guidance.
- Coordinate the receipt of all applications in preparation for shortlisting.
- Communicate with successful candidates for interview and support the planning of the interview process in terms of schedule.
- Communicate by letter offer of appointment subject to the clearance checks by OHC&AT HR.
- Ensure that all required documentation prior to appointment or temporary placement via agencies, complies with Single Central Record (SCR) requirements and maintain accurate records available for inspection at all times.
- Communicate directly with OHC&AT HR regarding any variation to individual staffing contractual hours, or levels of management responsibility, on Staff Notification Form (SNF)
- Record daily staff absence entering onto the OHCAT HR 'Select HR' database. Monitor levels of staff dependency leave within policy guidelines.
- Advise staff whether leave of absence is authorised and paid/unpaid and completing monthly payroll adjustment returns accordingly.
- Collate and update 'Select HR' system with return-to-work documentation.

Data Management

- To create, oversee and develop the use of data for the Senior Leadership Team and for teaching staff across all aspects of the school's activities
- Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance
- To work with the SLT to regularly review data systems, procedures and working practices
- To attend SLT and ELT meetings to present and further investigate data trends
- Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff
- To compile complex spreadsheets as required and to design complex SIMS reports. Collate data from internal and external assessments, generating pupil target grades for individual student reports.
- Distribution and interpretation of data reports e.g., progress data, behaviour

- To be responsible for the school's census returns, ensuring accurate records are maintained for each student and reporting as required to the Department for Education
- To provide ICT skills and knowledge to support data management across the school, supporting in depth analysis of individual teacher, subject and curriculum performance. Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management
- To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points
- To work with the School Business Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools
- To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets

Examinations

To ensure that the undertaking and delivery of the activities outlined below:

- Ensure the effective organisation of sittings for all examinations, including booking of spaces, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests
- Make arrangements for students taking examinations that have requirements e.g., access arrangements or that are out of the ordinary
- Ensure the effective administration of examination entries e.g., from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to students
- Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards
- Plan and organise the school revision cycle activities of masterclass and warm up sessions in preparation for national examinations.
- Liaise with managers and staff as necessary on matters regarding data and examinations.

Communication

- Ensure relevant data and information is communicated to candidates, staff, and management.
- Ensure effective communication to and from examination boards including:
 - Entries Coursework marks
 - Estimated grades
 - Access arrangements liaise with SENCO Special considerations
 - Dissemination of results and certificates
 - Cash-ins and declines of grades
 - Requests for enquiries about results
 - Requests for return of scripts

Details of syllabuses/training courses

Finance

- Be responsible for the Examinations budget, liaising with the principal and keep accurate and up-to-date records of examination entry costs and other relevant financial issues
- Ensure that all entry fees are paid by the Finance Department
- Authorise invoices for charges raised in respect of candidate entries
- Collate financial information regarding exam re-sits
- Liaise with schools on the commissioning of school places and maintain financial records related to their purchase
- Support the finance officer in requisitions, credit card collations and placing orders.

Development

- Acquire, maintain, and share up-to-date knowledge of the examinations system, examination Board regulations and any changes which occur within the examinations field
- Liaise with Examination Boards regarding all aspects of policy relating to examination regulations and ensure adoption of best policy and practice within the academy
- Fully utilise computer systems and internet processes for examination administration.

Invigilation

- Recruit, train and monitor internal invigilators for each examination sessions. The daily management of invigilators is the ultimate responsibility remains with the post holder
- Ensure smooth running of examinations
- Ensure invigilator timetable is produced, that invigilators are trained and that invigilators are supported.

Other

- Liaise with OHCAT Business Services, ensure all claims or potential risks are communicated to the insurance provider quickly and guidance followed including recovery of staff absence insurance
- Oversee H&S /Facilities/Compliance with support from OHCAT Head Office
- Oversee GDPR with support from OHCAT Head Office
- To be responsible for the co-ordination and liaison with other departments e.g. IT; Catering, Cleaning etc., and external suppliers
- To ensure information is made available as appropriate, on behalf of the Senior Leadership Team (SLT) including collation of quotes and contracts
- Work with the Deputy Principal to provide school progress data
- Attendance at termly OHCAT School Business Managers networking group meeting and responsibility for communicating actions to the School Office team and responsibility for implementing OHCAT processes.

General Administrative Tasks

- Undertake reception 'cover' duties, act as first point of contact in response to telephone and face to face enquiries, relaying messages as soon as practicable
- Open, sort and distribute incoming mail and ensure correct franking/posting of outgoing mail

- Provide information and assistance on a wide variety of school matters to parents/carers, pupils, staff, OHC&AT, LA and other schools.

Other tasks/responsibilities

- Assist the Principal in the day-to-day operation of the school’s Business Office and undertake all such other reasonable tasks commensurate with the post dependant on skills and experience
- Attend SLT meetings, reporting on areas of responsibility and to ensure that staff are available for note taking and the distribution of minutes to relevant parties
- To provide support and host at events as necessary
- Adhere to the school Equal Opportunities policy
- TSH are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

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Person Specification

This person specification will be used for recruitment to the **School Business/Exams** Manager. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
NVQ Level 3 and above or equivalent qualification in office administration	✓		Checked certificates
English and Maths qualifications to at least Grade C or above at GCSE or equivalent.	✓		Checked certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
A degree - ideally in accountancy, business management or a related discipline	✓		Checked certificates
Strong organisational and secretarial skills with the ability to prioritise workload under minimum supervision	✓		Application/Interview
Experience of the management information system - Arbor	✓		Application/Interview
Recent training on GDPR		✓	Application/Interview

Recent Safeguarding training and the commitment to the safeguarding of all learners	✓		Application/Interview
Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic format	✓		Application/Interview
Ability to interpret information to produce informative documents with limited guidance	✓		Application/Interview
Clean full UK driving licence Own transport required	✓		Checked licence
KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Successful leadership and management experience in a school, or in a relevant field outside education	✓		Application/Interview
Involvement in school self-evaluation and improvement planning	✓		Application/Interview
Excellent record keeping skills and attention to detail, to produce accurate reports	✓		Application/Interview
Managing all aspects of HR including contracts of employment, Employment legislation etc	✓		Application/Interview
Experience of managing other budgets within a school	✓		Application/Interview
Has previously worked within schools where there are high numbers of vulnerable pupils including those with Pupil Premium.		✓	Application/Interview
First Aid Qualification		✓	Application/Interview
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	✓		Application/Interview
Excellent interpersonal skills and the ability to communicate	✓		Application/Interview

effectively, both verbally and in writing, with all stakeholders			
Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	✓		Application/Interview
Commitment to maintaining confidentiality at all times	✓		Application/Interview
Act with integrity, honesty, loyalty, and fairness to safeguard the assets, financial integrity, and reputation of the school	✓		Application/Interview
A high level of tolerance and an entirely non-judgemental attitude to children whose behaviour may be challenging	✓		Application/Interview
Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	✓		Application/Interview
Adopt a reflective and restorative approach.	✓		Application/Interview
Commitment to safeguarding and equality	✓		Application/Interview
Adopt a reflective and restorative approach.	✓		Application/Interview