

## Ballifield Primary School JOB DESCRIPTION

<b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b>	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	Ballifield Primary School
<b>POST TITLE</b>	Business support manager
<b>ROLE PROFILE</b>	BS4A
<b>JOB NUMBER</b>	SCH/AC/BS/017
<b>GRADE</b>	7 (£33,820-£37,261)
<b>RESPONSIBLE TO</b>	Headteacher
<b>RESPONSIBLE FOR</b>	SUPPORT STAFF
<b>HOLIDAY AND SICKNESS COVER</b>	OTHER SUPPORT STAFF
<b>PURPOSE OF JOB</b>	ORGANISE AND SUPERVISE ADMINISTRATIVE SYSTEMS WITHIN THE SCHOOL. CONTRIBUTE TO THE PLANNING, DEVELOPMENT AND MONITORING OF SUPPORT SERVICES AND/OR MANAGEMENT OF SUPPORT STAFF, INCLUDING COORDINATION AND DELEGATION OF RELEVANT ACTIVITIES
<b>RELEVANT QUALIFICATIONS</b>	NVQ LEVEL 4 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE EXCELLENT NUMERACY/LITERACY SKILLS

## **JOB DESCRIPTION FOR POST OF:- Business support manager**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **1 TASKS**

###### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate:
  - Manage support staff as appropriate
  - Liaise between managers/teaching staff and support staff
  - Hold regular team meetings with managed staff
  - Undertake recruitment/induction/appraisal/training/mentoring for other staff

###### **Administration**

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff -
- Provide organisational and complex advisory support to the Governing Body
  
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DCSF
- Manage the administration of Payroll system including liaison with the provider.

###### **Resources**

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures

- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

## **2 RESPONSIBILITIES**

- Comply with 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
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

To undertake any other duties and responsibilities which do not change the character and purpose of the post as may be determined after consultation between management, the postholder and appropriate trade unions.

<b>ISSUE DATE: June 2023</b>
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**BUSINESS SUPPORT MANAGER  
Personal Specification**

Ballifield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Minimum Essential Criteria</b>	<b>Method of Assessment</b>
<b>Organisation Skills</b>	
<p>Ability to plan and determine work methods.</p> <p>Customer relationships.</p> <p>Ability to lead a team.</p> <p>Evidence of problem analysis and the ability to summarise findings.</p> <p>Ability to work to deadlines.</p> <p>Has excellent organisation, planning and analytical skills.</p> <p>High level of experience of servicing meetings and minute taking.</p> <p>Be willing to work outside standard hours as the work dictates (meetings etc).</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p> <p>References</p>
<b>Financial Skills</b>	
<p>Understanding of basic financial procedures</p> <p>Excellent financial management skills (budget control and setting).</p> <p>Ability to use financial packages (specific training can be provided).</p> <p>Ability to provide decision support.</p> <p>Ability to prepare finance reports to a high standard and communicate them effectively to stakeholders.</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p>
<b>Administration skills</b>	
<p>Ability to develop and monitor management information systems</p> <p>Ability to analyse and evaluate data and produce detailed reports from the analysis</p> <p>Provide data for SLT and Governing Body</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p>
<b>Knowledge and Experience</b>	

<p>Knowledge and understanding of how to interpret numerical/statistical data</p> <p>Knowledge and understanding of relevant legislation and compliance (e.g. health and safety, equal opportunities).</p> <p>Knowledge and understanding of leading and managing HR related issues.</p> <p>Fluency in the use of IT based management information systems and Microsoft systems.</p> <p>Good organisation and proven administrative abilities</p> <p>Ability to identify own training and willingness to undertake necessary training.</p>	<p>Application Form Interview References</p>
<p><b>Personal Qualities</b></p>	
<p>A desire to make a difference to the lives of young people.</p> <p>Resilience, energy, enthusiasm, sense of humour and creativity</p> <p>Able to work as part of a team (to include teachers, support staff, Governors, partner schools and Local Authority)</p> <p>Able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes.</p> <p>Commitment to promoting of the ethos of the school.</p>	<p>Application Form Interview Task References</p>
<p><b>Personal Skills</b></p>	
<p>Self-motivated/use own initiative.</p> <p>Ability to keep confidentiality.</p> <p>Interpersonal skills – ability to relate to children and adults.</p> <p>Excellent communication skills.</p> <p>Willingness for self-development.</p> <p>Professional attitude.</p> <p>Willingness and ability to be flexible.</p> <p>Customer focused approach to service delivery.</p> <p>Willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc).</p> <p>Ability to work under pressure, prioritise and meet deadlines.</p> <p>Excellent listening skills.</p>	<p>Application Form Interview Task References</p>

Approachable, courteous and able to present a positive image of the school to callers and visit.	
Able to relate well to children.	
<b>Experience, Qualifications and Training</b>	
Experience of working within an administrative environment. Experience of working within an educational setting would be desirable CSBM/DSBM NVQ level 4 desirable	Application form References
<b>Work Related Circumstances</b>	
Willing to work outside standard hours as the work dictates  Can maintain personal presentation that sets high standards.  Can work within the spirit of school policies	Application Form Interview