


Job Description		
SCHOOL BUSINESS MANAGER Admin – Grade 5	NORTH WHEATLEY C of E PRIMARY SCHOOL	
Job Purpose: To lead and develop the operation of clerical, administrative and financial support to the school.		
Key Responsibilities & Accountabilities		
<div><div>1. Plan and deliver administrative and other support functions, as determined by the Head Teacher, to meet current and future operational needs of the school.</div><div>2. Direct and manage team members to ensure that quality, performance, standards and deadlines are achieved.</div><div>3. Undertake reviews within own area of responsibility, identifying problems or issues, making recommendations for corrective action.</div><div>4. Undertake budget preparation and planning activities in support of the Head Teacher / SLT and manage allocated budgets, alerting the budget holder whilst taking any corrective action.</div><div>5. Develop systems and processes to meet operational needs and to ensure the high quality of information held.</div><div>6. Lead the recruitment, selection and development of support staff (admin).</div><div>7. Resolve complex and contentious issues to ensure that effective support services are maintained.</div><div>8. Provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to met the needs of the school.</div><div>9. Determine stock policy including sourcing supplies, negotiating price, volume and qualities necessary to ensure that stock levels and resources are effectively managed to deliver best value.</div><div>10. Undertake personnel administration and issues on behalf of the school.</div></div>		
SAFEGUARDING <div><div>11. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures.</div><div>12. Report any causes for concern relating to the welfare and safety of children to the designated person and the head teacher, or (if unavailable) the designated safeguarding governor or a member of the senior leadership team.</div><div>13. Attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.</div></div>		
The post holder will perform any other duty or task that is appropriate for the role described.		

Grade 5 Admin

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Factor Information

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description.

Factor		Factor Definition and Relevant Job Information
1	Knowledge	Good academic standard of general education to GCSE 'A' level standards / NVQ level 3 or equivalent, plus specialist training / development and work experience across a technical or specialist area. Includes a full understanding of practices and procedures of the area being administratively supported in order to change and develop work practices accordingly (e.g. sufficient knowledge to undertake / oversee specific administrative processes within the school).
2	Mental Skills	Some analysis and interpretation required when determining the most appropriate action from a range of alternative options. Elements of creativity and/or forward thinking are fundamental to the post's activities (e.g. gathering and collating data and formatting it appropriately to provide and meet specified statistical information requests, design year group newsletters or publicising school events).
3	Interpersonal/ Communication Skills	Communicating with a wide range of staff, parents/carers and pupils to provide advice, guidance, instruction or information, possibly on a range of options to inform choice (e.g. advising and guiding parents/carers through the schools admissions and appeals procedures). Communicating with a wide range of customers, including managing relationships with service providers and suppliers in relation to ordering, purchasing, price negotiation, contract management together with dealing with significant issues/complaints that arise (e.g. Maintaining relationships with contracted service providers such as cleaning/catering etc). Handling and resolving complaints in relation to non-educational services provided by the school, negotiating refunds/reimbursements from parents/carers etc.
4	Physical Skills	Use of computer keyboard with precision and speed is necessary to carry out the majority of the post's duties. A keyboarding qualification <u>may</u> be necessary as keyboarding skills are integral to the post's duties (e.g. word processing documents where layout and formatting is required, time limited data inputting into information systems, use of specialist graphics software to produce newsletters, posters, publications, etc).

5	Initiative & Independence	Use of initiative is required to resolve issues and problems that arise where the solution may involve changes to operational practice. Such actions may impact on the effectiveness of the administrative support function and service provision (e.g. devise and introduce a new system of recording and tracking). Direction and guidance will only be sought on significant issues or serious matters of concern (e.g. re-negotiation of existing service agreements with outside supplier or establishment of new contracts).
6	Physical Demands	Duties are predominantly office based and are unlikely to place physical demands on a job holder. There may be an occasional need to lift/carry items of relatively low weight over short distances (e.g. paper records, packs of photocopying paper, unpacking stationery deliveries).
7	Mental Demands	Concentration is applied over a range of administrative tasks involving some analysis of varied information, elements of creative/developmental work or similar (e.g. analysis and presentation of pupil data, review and develop administrative procedures in response to new initiatives, checking/monitoring areas to ensure that policies/procedures have been followed and developing plans where issues are identified).
8	Emotional Demands	Duties are <u>unlikely</u> to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved or angry (e.g. dealing with those who have physical or mental impairments or are suffering from serious illness) OR to deal with either distressing or disturbing subject matter (e.g. minuting meetings and typing notes involving child protection issues). N.B. People related behaviour, including any form of verbal abuse and aggression from people, is covered under the Working Conditions factor.
9	Responsibility for People	Providing advice and guidance on policy and procedure which requires interpretation appropriate to a variety of circumstances / situations which will then enable the recipients to make informed choices (e.g. discussing schools admissions and appeals procedures with parents/carers), presenting appropriate options which fit individual circumstances.
10	Responsibility for Supervision	Job holder line manages a small team of staff employed in administrative or related support functions including responsibility for employee evaluation, appraisal and development.

11	Responsibility for Financial Resources	Monitoring income or expenditure against budget, involving <u>large</u> sums of monies and actively reporting to the budget holder variances to enable them to take informed action (e.g. providing regular financial information / summaries to senior staff / governors).
12	Responsibility for Physical Resources	Ensuring that information systems and records are appropriately managed and developed to meet the needs of the school.
13	Working Conditions	Duties may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person which exposes the job holder to some unpleasantness and discomfort.