



# JOB DESCRIPTION

CHILDREN YOUNG PEOPLE & FAMILIES PORTFOLIO

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

SCHOOL

Sharrow School

POST TITLE

BUSINESS MANAGER  
(ADMINISTRATION & CLERICAL LEVEL 4 +)

ROLE PROFILE

BS5

TOOLKIT JOB REF NUMBER

ToolkitJD-1e

GRADE

8 (inclusive of JWCs)

RESPONSIBLE TO

HEADTEACHER

RESPONSIBLE FOR

AS DEFINED IN THE STAFFING STRUCTURE

HOLIDAY AND SICKNESS COVER

26-31 DAYS

PURPOSE OF JOB

BE RESPONSIBLE FOR/MANAGE THE OPERATION AND DELIVERY OF SUPPORT SERVICES WITHIN THE SCHOOL. BE RESPONSIBLE FOR/MANAGE THE PLANNING, DEVELOPMENT AND MONITORING OF SUPPORT SERVICES.  
MANAGEMENT OF STAFF, INCLUDING COMMISSIONING AND DELEGATION OF RELEVANT ACTIVITIES. MEMBER OF THE SCHOOL'S MANAGEMENT TEAM

RELEVANT QUALIFICATIONS AND EXPERIENCE

NVQ 4 OR DEGREE OR EQUIVALENT QUALIFICATION OR EQUIVALENT IN RELEVANT DISCIPLINE EXCELLENT NUMERACY/LITERACY SKILLS

<p style="text-align: center;"><b>JOB DESCRIPTION</b> <b>BUSINESS MANAGER</b> <b>ADMINISTRATION &amp; CLERICAL LEVEL 4 +</b></p>
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### **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.

### **DUTIES**

#### **Organisation**

1. Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
2. Line Management responsibilities
3. Manage non-class based support staff
4. Be responsible for the creation and implementation of recruitment / induction / appraisal / training / mentoring systems for non-class based support staff
5. Represent the support staff at relevant meetings
6. Administration
7. Develop and monitor management information systems
8. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
9. Be responsible for the design and effective operation of administrative procedures
10. Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfE
11. Commission appropriate payroll systems and be responsible for their effective operation

#### **Resources**

12. Identify the need for, select and manage resources, including management of resource budget
13. Be responsible for the appropriate deployment of staff, including recruitment
14. Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statute etc.
15. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
16. Manage procurement and be responsible for securing relevant sponsorship
17. Identify the need, and be responsible, for securing appropriate licences and insurance
18. Be responsible for devising marketing and promotion strategies for the school including income generation
19. Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
20. Develop work specifications and manage service contracts
21. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
22. Be responsible for planning, monitoring and evaluation of budget
23. Be responsible for the management of expenditure from the school budget
24. Be responsible for the management of Health & Safety within the school
25. Administration of financial management of Early Years.

## **RESPONSIBILITIES**

26. 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
27. Be aware of and ensure equal opportunities for all
28. Contribute to the development and implementation of the overall ethos/work/aims of the school
29. Develop constructive relationships and communicate with other agencies/professionals
30. Participate in training and other learning activities and performance development as required
31. Recognise own strengths and areas of expertise and use these to advise and support others

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE: Sept 2020</b>
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<b>PERSON SPECIFICATION</b>			
L = assessed through application, reference and evidence			
I = assessed at interview			
E / D Essential / Desirable			
<b>QUALIFICATIONS</b>			
NVQ Level 4, Level 4 Diploma for School Business Managers (CSBM) or equivalent qualification or experience in relevant discipline	L	I	E
GCSE at level A – C in English and mathematics (or equivalent)	L	I	E
Excellent ICT skills (word, excel, internet, email, google apps)	L	I	E
Evidence of continuing professional development	L	I	E
<b>EXPERIENCE</b>			
Experience of managing budgets, financial reporting and procurement processes	L	I	E
Experience of managing administration – planning, development and monitoring	L	I	E
Experience of managing school admissions and waiting lists	L	I	E
Personnel / HR experience	L	I	E
Site / premises & health & safety responsibilities	L	I	E
Experience of dealing with FEL funding & 30-hour codes	L	I	D
Familiarity with school administration systems and knowledge of SIMs, FMS6, CPOMs, ParentPay or similar cashless management systems.	L	I	D
Previous experience of maintaining the school Single Record and undertaking safeguarding checks	L	I	D
Experience of having worked successfully in at least one school.	L	I	D
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>			
Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	L	I	E
Able to review and develop support services to meet the current and future needs of the school	L	I	E
Able to deliver services and systems for effective school management	L	I	D
Able to deliver value for money initiatives	L	I	E
Able to lead teams and individuals	L	I	E
Able to use technology to enhance efficiency and effectiveness	L	I	E
Able to use a range of IT packages (SIMs, FMS, Iris Reach, CPOMs, Medical Tracker, OFSM, OSCR)	L	I	D
<b>PERSONAL QUALITIES</b>			
A desire to make a difference to the lives of young people	L	I	E
Resilience, energy, enthusiasm, good sense of humour and creativity	L	I	E
High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels.	L	I	E
The ability to work independently and as part of a team (to include teachers, support staff, governors, parents and other stakeholders)	L	I	E
Good problem-solving skills, with a forward thinking and committed approach	L	I	E
Adaptable, open to change, and willing to take on challenges with enthusiasm	L	I	E
Ability to work under pressure, meet deadlines, work flexibly and be able to reflect on processes and outcomes	L	I	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	L	I	E
Commitment to health & safety and well-being for all	L	I	E
Willing to undertake additional duties as and when required to ensure the smooth running of the school	L	I	E
Awareness of sensitive information and the need for confidentiality	L	I	E
A commitment to the safeguarding and welfare of all students.	L	I	E