



The Link School - Primary
138 Croydon Road
Beddington
CR0 4PG

The Link School - Secondary
82-86 Croydon Road
Beddington
CR0 4PD

The Link School – Satellite Primary
Mollison Drive
Wallington
SM6 9JN

The Link School – Satellite Secondary
3 Carew Manor Cottages
Church Road
Wallington
SM6 7NH

Principal: Joe Shepherd
www.thelinkschool.co.uk

020 8688 5239
office@thelinkschool.co.uk

020 8688 7691
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THE LINK SCHOOL, BUSINESS MANAGER JOB DESCRIPTION

LOCATION: The Link School

REPORTS TO: School Principal

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 of the Link School

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;

Administration Officers

Site Managers

Catering Staff



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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 School.

Key Responsibility Areas:

BUSINESS SYSTEMS AND PROCESSES

- Manage administrative support to the Principal
 - Be responsible for the maintenance of computerised databases (Arbor etc.) creating and updating records and producing reports as required
 - Completion of School Work Force Census and the main School Census. Ensure census returns are submitted accurately and within timescales
 - Lead on the lettings of facilities, maximising community involvement and revenues by promoting lettings.
 - Be responsible for the co-ordination and liaison with Facilities and external suppliers. Ensure information is made available, on behalf of the Principal, including collation of quotes and contracts.
 - Oversee capital projects over sites in liaison with the Principal and OHCAT facilities team
 - In liaison with the site office managers and site managers. Maintain an inventory including location of fittings, fixtures, furniture, furnishings, and school equipment.
 - In conjunction with the Principal liaise with Local Authorities regarding consultations and admissions, ensuring accurate records are maintained for pupils and students on role. Write offer letters and maintain LA acceptance letters Liaise with the head of finance to assist with maximisation of top up funding recoupment
 - Liaise with LA's /schools regarding transfer of students to other schools or further education/ supported employment
 - Liaise with staff as appropriate regarding students joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical etc and record these on the school system
 - Ensure that all leavers have correct paperwork completed and that files are forwarded in a timely manner
 - Be aware of the Principals diary and attend weekly meetings with the Principal to plan for future events
 - Attend meetings as required by the Principal, preparing, taking and typing and circulating minutes and recording information and action points
 - Attend weekly Senior Leadership team meetings to contribute to discussions and plans around school development
 - Oversee information being uploaded to the school's website including compliance Requirements
- Assist in compiling documents, as required by the Principal



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- Collate information, documents and statistics for reports to Governors authorised by the Principal
- Preparation of documents relating to any allegations, subject access requests, complaints, incidents and ICT or data protection violations

HEALTH AND SAFETY/ SAFEGUARDING

- Maintain up to date records and information on the SCR in accordance with safeguarding policy
- Liaise with accountability groups who monitor the SCR taking responsibility with the Principal for any ensuing actions
- Be aware of and comply with policies and procedures relating to child protection, health and safety, equality and diversity, security, confidentiality and data protection, reporting any concerns to the Principal
- Work with the Principal / Vice Principal to formulate the critical incident policy, evacuation policy and fire safety policy to maintain safety of staff and students/ pupils
- Ensure staff complete any online recording pertaining to any accidents or near miss incidents via the school accident reporting system and that these are sent to the Principal for sign off
- Plan for completion of any actions that result from Academy or outside agency health and safety audits in a timely way
- Be responsive to emergency situations around site safety, ensuring the site team or Academy contractors carry out emergency works to rectify any issues
- Be responsible for GDPR, ensuring staff training is up to date and incidents are logged and dealt with appropriately.
- Be willing to undertake level 3 safeguarding training if appropriate.

FINANCIAL SYTEMS

- Manage the payroll process and liaise with payroll provider and HR to ensure procedures are followed for recording staff absence, temporary or permanent variations to pay and seeking appropriate authorisation from the Principal for all pay adjustments
- Under the direction of the Director of Finance be responsible for managing financial processes in the school and liaising with the shared services team
- Ensure all Variable pay is actioned each month (checking, querying and validating claims i.e. overtime)
- Manage safe collection, records and postings of all income, banking of monies and issue receipts thereon including voucher schemes
- In conjunction with SLT ensure all additional payments are administered in accordance with the school policy and targets, including, Pupil Premium, Tutoring fund, Sports Premium (Primary), Sixth from bursary (Secondary)
- Attend monthly meetings with the Principal, Vice Principal and OHCAT Business Partner to contribute to budget setting and use of resources to support school development



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HUMAN RESOURCES SYSTEMS

- Co-ordinate the recruitment process on behalf of the Principal or SLT. Oversee the processes for the on-boarding of new employees and HR processes through the employee lifecycle
- On receipt of appointment details from the Principal, ensure liaison with OHCAT central HR to ensure that all pre-employment checks are complete prior to appointment. This will include ensuring appropriate ID is taken by the sites and scanned to central HR for vetting
- Email starter names to IT to set up email addresses
- Send out contracts, policies and declaration forms in conjunction with HR making sure these are signed by the staff member and Principal
- Ensure contracts are renewed/cancelled in a timely and financially expedient manner - Support the administration and ID of volunteers across the school and all associated ID as per OHCAT procedures
- Ensure all contractual changes are communicated and ready for approval via the Principal and sent to Central HR in a timely manner via the OHCAT change notification forms
- Complete new starter and contractual change forms and obtain signatures accordingly
- Be responsible for monitoring staff leave, ensuring appropriate timesheets for additional hours for Teachers, Therapists and Support staff are filled in correctly before submitting them to the Principal / Vice Principal for authorisation
- Use systems to collate monthly absence spreadsheets, ensuring RTW forms or absence management forms are returned in a timely manner
- In conjunction with the Principal, liaise with HR provider to ensure appropriate guidance is followed with all staff matters and advice sought and actioned quickly
- Under the direction of the Principal and with guidance from HR, to produce letters and other HR documentation as appropriate. Including HR meetings and sickness absence management.
- Ensure emergency details are held for staff (ie next of kin in case of emergency) - Ensure all claims or potential risks are communicated to the insurance provider quickly and guidance followed including recovery of staff absence insurance

LEADERSHIP & MANAGEMENT

- Embrace the Trust's and School's core principles and values to ensure an inclusive and positive environment for our pupils and staff.
- Have full line management responsibility of the administration team including appraisals and performance management
- Take responsibility for tasks and decisions from the Principal and manage and solve problems accordingly
- Ensure the processes and systems used across the sites comply with OHCAT policy.
- Undertake a public relations role both within and outside the organisation
- Attend relevant meetings and Continuing Professional Development training to keep up to date with best practice to ensure the effective running of the school
- Undertake such other duties of a similar nature as required by the Principal



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Student Facing Duties:

- Student facing duties that may reasonably be expected, for example when teaching and teaching support staff are called away in an emergency, including but not limited to:
 - Supervising students, both children and adults, in the office whilst they wait for other staff/their parents or carers to return.
 - Giving personal medication to students, both children and adults, from their named medication stores (additional training will be provided).
 - Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
 - Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.



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Person Specification

School Business Manager

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Education, Training and Work Qualifications

- GCSE Math and English
- NVQ Level 3 or equivalent qualification in office administration
- ECDL or equivalent experience demonstrating excellent knowledge of a wide and varied range of software

Knowledge

- Proven knowledge of Arbor (preferable)
- Working knowledge of administrative process and procedures preferably in a school environment

Skills and Abilities

- Good numeracy and literacy skills
- Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic format
- Ability to interpret information to produce informative documents with limited guidance
- Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve
- Strong organisational and secretarial skills with the ability to prioritise workload under minimum supervision
- An ability to remain focused at times of unforeseen difficulty and uncertainty
- An ability to maintain confidentiality and deal with sensitive issues effectively
- Excellent interpersonal and communication skills to engender trust in staff and stakeholders
- Proven ability to work under pressure and to tight deadlines
- Competent note taking skills
- Good telephone manner, calm, courteous and reassuring
- Proven ability to manage a team, with strong interpersonal skills.

Relevant Experience

- Experience in an office environment
- Experience of data management in a school environment (preferable)

Other Requirements

- Compliance with OHCAT policies, e.g. Safeguarding, Equality and Diversity, Health and Safety
- Enthusiastic, focussed, reliable, flexible and resilient
- Pleasant, professional and proficient
- Must enjoy working as part of a team, be adaptable and supportive of colleagues



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- Ability to interact with students sensitively and flexibly, who may communicate through challenging behaviour

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*