



School: Woodstone Community Primary School

Job Title: Business Manager

Grade: 10

Responsible To: Headteacher

Responsible For: Administration Assistant

**Key Relationships/
Liaison with:** Headteacher, Deputy Headteacher, Chair of Governors,
Admin Assistant

Job Purpose: Postholder will have considerable administrative skills often gained through many years' experience. Will manage both their own work activities and, in most cases, those of a team. Will have authoritative knowledge of their own area of work and a good understanding of how the School and County Council functions. Will be typically responsible for providing the Headteacher, Governors and cost centre managers with accurate financial data to support their responsibilities. Will have several years' experience in financial systems and may be working towards gaining full professional accountancy qualification.

MAIN DUTIES AND RESPONSIBILITIES:

1. Financial Responsibilities

To be responsible for all financial matters including:

- Budget planning, preparation, monitoring and evaluation
- Lettings as approved by Governors
- DfE and other identified bids

To assist in the development and implementation of effective financial procedures within the School, ensuring they are carried out accurately, effectively and efficiently.

To prepare annual costing projections and assist the Headteacher with the preparation of the Schools annual budget for approval by Governors.

The preparation of termly financial reports and analysing data for budget tracking purposes for the Governors' meetings. To attend meetings as requested to advise the Governing Body.

To prepare financial reports for the LA, Governors and SLT in compliance with LA, Audit, Ofsted requirements.

To administer, on a day to day basis, the delegated budget to enable the Headteacher and Governors to be aware of the School's current financial position and the extent to which development and other planning is 'on target'.

JOB DESCRIPTION

To undertake the full range of financial duties within the School including manual and computer record systems, receipt, including County tabulations, payroll reconciliation and banking of monies to ensure that all external and internal financial regulations and procedures are fully complied with.

To liaise with the payroll provider to ensure that payroll reports received each month are accurate to budget/salary commitments and that payroll controls balance prior to approval by the Headteacher.

To process the necessary payroll reports within the finance software to enable completion of end of month procedures and returns to the Local Authority.

To line manage the process of receipt, record and reconciliation of all payments from parents (e.g. school trips, activities week and all departmental income).

To ensure that all ordering processes are completed fully and accurately (including goods inwards), to ensure that resources are available when needed but that ordering is tightly monitored. Research of products and recommendations using best value procedures.

The preparation of cheques and BACS runs for signing and counter signing.

The processing of complex documents and information for internal and external bodies, e.g. debtor accounts, VAT documentation, allocation procedures for school places reconciliation of the Imprest Account.

The process of receipt, record and reconciliation of all monies from children's trips.

Maintain the inventory for the school to be presented to the Governing Body annually.

To effectively manage school lettings, in accordance with school policies and procedures as approved by Governors.

To take responsibility for debt management procedures and debt recovery where informal approaches have not resulted in payment.

To help increase the school budget by identifying new methods of income generation and assisting in identifying and applying for grants which are relevant to the school priorities.

2. Administrative Responsibilities

To input and manage all electronic transfer of pupil data/assessment.

To produce and analyse reports from databases with recommendations to the Headteacher and Governors.

To maintain records, both confidential and for public inspection, of all Governing Body activity.

To deal with complex problems/queries involving outside agencies and members of the public.

To manage the collection, collation and manipulation of a wide range of information including the maintenance of specific databases.

To maintain databases, inputting and retrieving data in the format required and to keep the MIS pupil database up to date.

To contribute to the development of procedures and organisation systems within the school.

To design information/promotional material for the school and assisting with marketing.

Ensuring the Head Teacher's effective management of his/her diary and incoming telephone calls.

To manage a range of communication methods – post, email, fax and telephone.

Provide support to teachers and other organisations connected with the School as required.

To manage all other school secretarial requirements, distributing or redistributing work to other clerical staff as necessary.

Collect, collate and distribute assessment data required for LA, DfE, our partner KS2 schools and other external agencies.

To undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Provide pastoral care to pupils.

Support pupil/parent induction.

Liaise with parents, the community, contractors and LA.

3. Human Resources Responsibilities

To be responsible for Human Resource Administration including:

- Maintenance and upkeep of staff confidential records
- Negotiating employment contracts/DBS checks
- Overview of Pay & Conditions legislation and guidelines

To contribute to the line management of Support Staff on personal, health and safety, welfare, training, appraisal and conditions of service matters, to ensure that staff are dealt with consistently and fairly.

To assist in the development and implementation of effective administrative, clerical support service within the School ensuring procedures are carried out accurately, effectively and efficiently, and where relevant provide maximum support for, and minimum involvement of, teaching staff.

To manage and monitor the work of Support Staff, deploying these staff and prioritising work as necessary to meet cyclical and other deadlines, other needs of the Headteacher, SLT, other teaching staff and the Governing Body, and to provide effective support services.

To undertake a full range of personnel duties within the school, including all payroll procedures, maintenance of sickness returns, completion of monthly insurance claims, and statistical returns, and recruitment administration, to ensure that staff issues are dealt with to deadlines and in accordance with conditions of service, personnel policies and procedures.

To be involved as necessary in appointing staff to clerical, administrative and support staff posts, to ensure that high quality staff are available.

To support the Headteacher/SLT/Governors with HR management issues, including providing guidance on the application of HR policy to specific cases, seeking and taking account of advice and guidance from HR professionals where necessary.

To monitor all HR policies, informing the Headteacher and SLT when a policy is due for review or update.

To represent the interests and needs of the administrative/clerical team, and to advise the Headteacher on potential developments and improvements to school provision.

To administer the procedure for Disclosure and Barring Service (DBS) checks and to maintain the school's Single Central Record in accordance with the Governing Body's requirements in order for it to be presented and recorded within the Governing Body minutes annually.

To maintain filing systems to ensure that the information is kept up to date and easily accessible for all staff personal files.

To oversee the quality of administrative and clerical provision and to make any necessary interventions.

4. Health & Safety Responsibilities

To be responsible for all issues relating to Health & Safety including:

- Risk Assessments
- Preparing and carrying out plans in response to Risk Assessments
- Health & Safety Policy review and revision

Undertake basic Health & Safety checks relating to office/administrative-based equipment.

To ensure School's medical polices are in place and to ensure that required procedures are observed.

Comply with the requirements of equal opportunities, data protection, copyright, Health & Safety and other relevant legislation and school policy.

Attend and report to the Behaviour, Welfare and Safety committee when required.

Assist the Behaviour, Welfare and Safety committee when reviewing the Health & Safety Policy.

To assist with overall responsibility for ensuring a safe working environment within the school.

5. Premises Responsibilities

To be responsible for all matters pertaining to premises including:

- Project Management
- Negotiating with contractors
- Monitoring Quality Assurance
- Health & Safety issues

With the Premises Officer, ensure the premises and grounds are maintained and developed in an effective and planned way.

In consultation with the Headteacher and Premises Officer, ensure an appropriate programme of capital improvements, planned maintenance and decoration, security and cleaning is in place and is being carried out.

Training

To attend training as required, completing the above responsibilities and to develop or maintain the skills listed below:

- Knowledge of LA procedures/policies
- Knowledge of ordering procedures
- Maintenance of clerical and administrative systems
- An awareness of legislation that impacts on the post, eg. VAT
- Numerate/Literate
- Computer literate - school MIS and finance systems, Excel, Publisher and Word
- Electronic transfer of information
- Communication skills
- Accounting skills
- Ability to use own initiative and prioritise tasks

Qualification/Experience

BTEC (National), NVQ4 plus experience or equivalent level of experience of carrying out a range of the described duties. Some supervisory experience may be required.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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PERSON SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u> NVQ4 or equivalent.	✓		App/Doc
<u>Experience</u> Relevant experience within the context of the role.	✓		App/Ref
<u>Knowledge</u> Knowledge of LA and School financial regulations and procedures. Knowledge and understanding of LA, School and external administrative personnel and ordering procedures. An awareness of legislation impacting on the School' support service (e.g. Health & Safety) and the ability to identify issues which need addressing and that own and other working methods and practices comply.	✓ ✓ ✓		App/Int App/Int App/Int
<u>Skills/Attributes</u> Ability to establish and maintain effective clerical and administrative systems. An awareness of legislation which impacts on the roles (e.g. Health and Safety), VAT, CIS etc. Ability to maintain complex, accurate records relating to a wide range of financial issues. Cash handling and reconciliation skills. Computer literate – sufficient to use databases, word processing and spread sheet package, Email, Internet and Online ordering, SIMs systems, Assessment Manager, Excel, Publisher, and Word, electronic transfer of information.	✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int

	Essential	Desirable	How assessed
Good communication and interpersonal skills.	✓		App/Int
Ability to work effectively as both a leader and member of the team.	✓		App/Int
Good organisational skills – ability to deal with changing priorities and competing demands to tight deadlines.	✓		App/Int
Well motivated – ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills.	✓		App/Int
Accounting skills	✓		App/Int
Ability to use initiative and prioritise tasks.	✓		App/Int
An awareness of legislation that impacts on the post, e.g. VAT.	✓		App/Int
Good standard of numeracy and literacy.	✓		App/Int
Computer literate SIMs systems, Assessment Manager, Excel, Publisher, and Word, electronic transfer of information.	✓		App/Int
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)