**Ladycross Infant and Nursery School**

**Victoria Road, Sandiacre**

**Nottingham, NG10 5JD**

Headteacher: Mrs K McKinley

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**Job Description**

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| **School:** Ladycross Infant and Nursery School |
| **Post Title:** School Business Officer |
| **Grade/ Pay Range:** Grade 8 |
| **Hours:** Full Time |
| **Reporting to:** Headteacher |
| **Line Manager to:** School Business Assistants |

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| **Overall Purpose of Post:**  Manage the busy school office, supervising staff and ensuring the provision of effective and efficient administration services and financial procedures for the school.  **Main Duties and Responsibilities:**  General Office Duties:   * Responsible for the day to day management of the school office, promoting a business-like office environment. * To have overall responsibility for all administrative staff, maintaining and developing a strong team, delegating tasks as appropriate. * Organise the office workload, work allocation and monitoring, providing guidance and advice, training and induction of staff. * Ensure all office duties are allocated appropriately and are completed efficiently, accurately and within required timescale. * Provide a professional, warm and friendly reception to all visitors. * Ensure all telephone calls are answered in a professional and confidential manner ensuring messages reach relevant person or relevant action is taken. * Ensure all visitors sign-in and, where appropriate, wear visitor’s sticker. * Co-ordinate termly fire drills for the whole school, and record necessary data in the fire drill file. * Ensure all registers and visitors’ books are taken to evacuation point should the fire alarm sound. * Take overall responsibility for photocopier and other office equipment, including reporting any IT issues with external suppliers. * Co-ordinate arrangements for school visits and residential trips. * Ensure appropriate arrangements are made for school visits, induction days and major events, such as open evenings, school plays and concerts. * Booking and managing supply through agencies when necessary, ensuring high quality of supply staff through thorough processes. * Monitor incoming communication from DCC through perspective lite and file documents appropriately. * Produce a variety of material, some of a confidential nature, correspondence, references, reports, letters and tables. * Communicate with key members of staff at DCC, to develop, enhance and improve the administrative processes within the school. * Oversee data and end of year reports are prepared, photocopied and distributed to parents on time. * Ensure appropriate information is kept in each child’s administrative file. * Liaise with the Local Authority and Headteacher to co-ordinate applications to the school, both In-Year and into Year Three and ensure relevant information is passed on when children leave the school, including through on-line system. * Ensure that the school meets all statutory and legal requirements concerning information eg census and other returns to the Local Authority and DfE. * Ensure papers are archived as necessary and destroyed at appropriate time in line with Data Protection and the school’s retention policy. * Ensure all staff are aware of each week’s events and all classes are covered appropriately, booking supply where necessary. Record all staff absences (either through sickness or UPD) and supply cover provided. Complete return to work interviews for staff following ill health absences. Keep a record of other paid special leave, ensuring that the limit of 5 days is not exceeded. * Ensure accident reports are completed in line with legal requirements and guidelines. * Have overall responsibility for health and safety within the office and for the administration team completing relevant risk assessments as required. * Maintain a detailed knowledge of manual and ICT based administrative systems and procedures used in the school. * Identify and pursue opportunities to improve the efficiency of internal procedures, and take maximum advantage of the potential offered by the SAP system. * Ensure the inventory is accurate and items are ‘written off’ and disposed of correctly, liaising with ICT technician as appropriate. * Represent and promote the school in the local community and in the wider community. * Any other reasonable duties as requested by the headteacher and the Governing Body.   Financial:   * To ensure all financial standards are met and adhered to. * Maintain policies for financial procedures in line with latest regulations and guidelines. * Managing the visits of contractors, ensuring they complete all relevant paperwork and leave all relevant documentation for filing. * Collection and collation of pupil premium eligibility and communication with DCC to ensure funding is received. * Tracking of Nursery 15 and 30 hour codes, and submission of hours into DCC portal. * Support the teaching school budget management, including account codes, income, invoice raising and other services as necessary. * Ensure the school operates an effective system of financial management and control, including payment of invoices, collection of monies, and reconciliation of accounts to include Delegated School Budget, School Imprest Account, and Private School Fund thereby adhering to financial regulations and procedures and to audit requirements. * To act as authorised signatory on the Private School Fund and School Imprest accounts. * To maintain the Private School Fund, ensuring that the Authorised Signatories list is kept up to date, and present the Accounts to the approved Auditor at the end of the Academic School Year, ready for presentation to the Governing Body. * Work with the Governing Body and headteacher to ensure Ladycross meets the School Financial Value Standard (SFVS). * Attend governor meetings as necessary to report on financial matters. * Oversee administrator responsible for finance. * Oversee administration staff to ensure all monies are accurately banked and balanced. * Liaise with the Headteacher and Chair of Governors to ensure that all documentation is ready for any LA School audits. * Running and checking monthly audit reports. * Manage funding projects and matched funding bids. Obtain quotes for property repair and improvements. * Financial benchmarking activities. * Consult and liaise with DCC where necessary. * Undertake effective procurement processes to ensure best value. * Ensure orders for goods and supplies have been approved as appropriate and processed through the SAP finance system.   Human Resources and Staffing:   * Ensure all aspects of employee administration are completed. * With HR support, follow HR best practice, and ensure safer recruitment procedures are followed. * Support Governing Body and headteacher with recruitment process. * Maintain confidential records of staff. * Oversee Single Central record and all appropriate checks. * Ensure accurate record of all staff training, with aims and costs to enable impact to be evaluated.   Premises and Health and Safety:   * Work with Caretaker to ensure all appropriate site management checks are carried out and recorded. This includes fire tests, legionella, electrical surveys etc to ensure that health and safety management meets all legal and statutory requirements. * Be the key liaison between school and caretaking / cleaner provider. * Support Head Teacher in preparation for landlord visits.   Communication with Parents:   * Through good communication, promote good relationship with parents and stakeholders. * Oversee all publications and letters are accurate and available as needed. * Ensure Leave of Absence request forms are replied to by Head Teacher within 10 working days and ensure that any penalty notices are issued if unauthorised leave is taken.   Data Management:   * Ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to pupils in accordance with statutory and other requirements. * Drive data compliance and be the key link between the school and the DPO * Oversee the upload of relevant data to LA and DfE, including census and school workforce census returns. * Maintain Arbor management information system and ensure all data is up to date including pupil information and all contact details. * Take responsibility for the development and maintenance of the school asset inventory.   Personal Development:   * Review and develop own professional practice, identifying training and networking opportunities in line with Ladycross Infant and Nursery Schools commitment for continuous professional development for all staff.   These above mentioned duties are neither exclusive nor exhaustive; the post holder may be required to carry out other duties as required by the headteacher.  This job description is to be reviewed annually and may be amended following consultation between the headteacher and the post holder.  Ladycross Infant and Nursery School is committed to safeguarding and promoting the welfare of all our pupils and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Safeguarding training. |
| Name of Post Holder: |
| Signature: |
| Date: |