



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

BEIGHTON NURSERY INFANT SCHOOL

POST TITLE

SCHOOL MANAGER (ADMINISTRATION AND CLERICAL LEVEL 4) – 42 WEEKS

ROLE PROFILE

BS4A OR BS4S

TOOLKIT JOB REF NUMBER

ToolkitJD-1d

GRADE

7 (inclusive of JWCs)

RESPONSIBLE TO

Headteacher

RESPONSIBLE FOR

Support staff as appropriate

HOLIDAY AND SICKNESS COVER

Admin staff as appropriate

PURPOSE OF JOB

ORGANISE AND SUPERVISE ADMINISTRATIVE SYSTEMS WITHIN THE SCHOOL

CONTRIBUTE TO THE PLANNING, DEVELOPMENT AND MONITORING OF SUPPORT SERVICES

MANAGEMENT OF SUPPORT STAFF, INCLUDING COORDINATION AND DELEGATION OF RELEVANT ACTIVITIES

RELEVANT QUALIFICATIONS AND EXPERIENCE

**NVQ LEVEL 4 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE
EXCELLENT NUMERACY/LITERACY SKILLS**

JOB DESCRIPTION FOR POST OF:- SCHOOL MANAGER

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.

MAIN DUTIES

Finance

1. Take a lead role in planning, monitoring and evaluation of budget
2. Manage financial administration procedures
3. Be responsible for the management of expenditure within an agreed budget
4. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
5. Manage the administration of payroll systems including liaison with the provider.
6. Take a lead role in procurement and securing sponsorship/funding
7. Manage service contracts
8. Manage school licences and insurance

Organisation

9. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
10. Line Management responsibilities where appropriate:
11. Manage support staff as appropriate
 - a. Liaise between managers/teaching staff and support staff
 - b. Hold regular team meetings with managed staff
 - c. Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration

12. Take lead role in the development and maintenance of record/information systems
13. Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
14. Produce, and respond to, complex correspondence
15. Provide organisational and complex advisory personal support to other staff
16. Provide organisational and complex advisory support to the Governing Body
17. Manage complex administrative procedures

18. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE

Resources

19. Take a lead role in the recruitment of support staff and in managing associated employment procedures for all recruitment
20. Provide advice and guidance to staff and others on complex issues
21. Undertake research and obtain information to inform decisions
22. Take a lead role in marketing and promoting the school

Premises, Health and Safety

23. Manage facilities including premises, lettings and associated income, building and projects etc.
24. Health & Safety management

RESPONSIBILITIES

25. 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
26. Be aware of and ensure equal opportunities for all
27. Contribute to the overall ethos/work/aims of the school
28. Develop constructive relationships and communicate with other agencies/professionals
29. Share expertise and skills with others
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.

ISSUE DATE: JANUARY 2026

Person Specification (School Manager)

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualification and experience		R	A	G
Candidates should have:				
1	Experience of working within an administrative environment			
2	NVQ level 4 or equivalent qualification/experience			
3	CSBM/DSBM (desirable)			
4	Finance or Accounting Qualification (desirable)			
5	Safer Recruitment Training			

Personal qualities		R	A	G
Candidates should have:				
1	A desire to make a difference to the lives of young people			
2	Resilience, energy, enthusiasm and creativity			
3	Ability to work as part of a team (to include teachers, support staff, Governors, the family of schools and Local Authority)			
4	Ability to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes			
5	Supportive of the ethos of the school			

Personal skills		R	A	G
Candidates should have:				
1	Self-motivated/use own initiative.			
2	Interpersonal skills – ability to relate to children and adults and build positive relationships with all members of the school community.			
3	Ability to deal sensitively with people and resolve conflicts			
4	Willingness for self-development.			

5	Professional attitude.			
6	Willingness and ability to be flexible.			
7	Customer focused approach to service delivery.			
Organisational skills		R	A	G
Candidates should have:				
1	Ability to plan and determine work methods.			
2	Professional customer relationships.			
3	Teamwork skills.			
4	Evidence of problem analysis and the ability to summarise findings.			
5	Ability to accurately work to deadlines.			
6	Excellent organisation, planning and analytical skills, with a meticulous attention to detail			
7	Willingness to work outside standard hours as the work dictates (meetings etc)			

Skills		R	A	G
Candidates should have:				
1	Personnel/HR management experience			
2	Excellent communication skills			
3	Excellent Microsoft Office skills			
4	Excellent financial management skills (budget control and setting)			
5	Ability to use financial packages (FMS) desirable			
6	Willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc)			
7	High level of experience of servicing meetings and minute taking			
8	Excellent interpersonal and organisational skills			
9	Ability to maintain confidentiality			
10	Ability to provide decision support			
11	Ability to identify own training and willingness to undertake necessary			

	training			
12	Ability to work under pressure, prioritise and meet deadlines			
13	Excellent listening skills			
14	Ability to consult and share decision making with the Senior Leadership Team and colleagues			
15	Professional, approachable, courteous and able to present a positive image of the school			
Professional knowledge and understanding		R	A	G
Candidates should have:				
1	Knowledge and understanding of how to interpret numerical/statistical data			
2	Knowledge and understanding of relevant legislation (e.g. data protection, health and safety, equal opportunities)			
3	Fluency in the use of IT based management information systems and Microsoft systems			
4	Good organisation and proven administrative abilities			
5	Good understanding of financial procedures and processes			
6	An understanding of school management issues and the role of the Governing Board			

Safeguarding		R	A	G
Candidates should have:				
1	Knowledge of best practice and procedures in school for safeguarding children and young people			

The successful candidate will be required to undergo an enhanced check with Barred List from the Disclosure and Barring Service (DBS).