

## Job Description

<b>Job Title:</b>	School Business and HR Manager	<b>School Name:</b>	St Jude's, Peter Hills, St. Peter's CE Primary School
<b>Grade and Range:</b>	Grade 9 scp 27 - 34	<b>Hours:</b>	36 hours per week
<b>Reports to:</b>	Co-Headteachers	<b>Working Pattern:</b>	39 weeks (TTO plus 2 weeks)
		<b>Supervises:</b>	Administrative and Premises Staff

<b>Purpose:</b>	To operate, maintain and develop the human resources and administrative procedures and systems of the school in cooperation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met. To be responsible for the school site and its buildings, their maintenance, development and efficient use.
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### Principle Accountabilities:

#### 1. General

- To attend all sub-committee meetings (Curriculum, Finance & Premises and Personnel).
- To clerk the above committee meetings and any other Governors' committee meetings, preparing agendas, minutes and reports, dealing with the representation and appeals procedure.
- To assist the Clerk to the Governors in the efficient discharge of his duties for the termly Full Governors' meetings.

#### 2. Personnel

- To be responsible for personnel matters relating to all staff. For the clearance of new staff – medical, Criminal Records Bureau, and to issue offer letters and contracts of employment. To give advice to the Governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To update any relevant policies on an annual basis. To maintain confidential staff records.
- To advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- To manage the admin and premises staff.
- To coordinate and assist in the recruitment of all support staff.

To be responsible for the professional development, appraisal and training for all support staff.

#### 3. Premises

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also for the installations and plant for lighting, heating, energy conservation, ventilation etc.
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect.
- To be responsible for the installation and maintenance of equipment for protection against escape from fire. To keep records of and to initiate regular fire practices and alarm tests. Be responsible for ensuring emergency procedures are current and timely.
- To oversee the security of the school site.
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of-school use, with particular reference to the local community.

#### 4. Administration

- To manage the administrative function including school reception, reprographics and records.
- To provide for the preparation and production of all school records and publications.
- To monitor the maintenance of pupil records including, when appropriate, the assessment process.

- To act as correspondent for the DFE and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems. To act as System Manager for the administrative computer network.
- To handle all other matters of an administrative nature which may arise.

## General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimental to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is in line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

## To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.



### Person Specification

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	▪ Demonstrable finance and personnel management knowledge and experience.	E	Indicate how skill will be assessed either application form, at interview or tested.
	▪ The ability to organize, develop and manage a variety of administrative systems.	E	
	▪ Excellent oral and written skills, from presentation to policy writing.	E	
	▪ Ability to manage and support staff and their professional development.	E	
	▪ Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.	E	
	▪ ICT literate with a wider knowledge than simple computer operation.	E	
	▪ Excellent organisational skills involving use of experience and knowledge, common sense and initiative.	E	
	▪ Awareness of how Fair Funding and Self-Management impact on community primary schools.	E	
	▪ Awareness of how the application of the principles of Best Value within a publicly accountable organisation need to be applied.	E	
	▪ Awareness of the importance of confidentiality.	E	
	▪ A commitment to Equal Opportunities	D	
	▪ An understanding of Teachers' and Local Government pay and terms of conditions.	D	
	▪ Knowledge of schools-based software.	E	
	▪ A sound knowledge of financial management and accounting procedures.	E	
	▪ Computer literate.	D	
	▪ Up to date knowledge of Local Government finance.	D	
	▪ Well developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems.	E	
▪ Familiarity with pay and conditions of local authority staff.	D		
▪ Relevant accounting or finance qualification	E		

<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of finance &amp; administration in a similar public sector environment.</li> <li>▪ Experience of monitoring a budget and analysing financial reports.</li> <li>▪ Experience of managing staff.</li> <li>▪ Experience of school/college finance systems.</li> <li>▪ Experience of buildings management.</li> </ul>	E E E D E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to set and work to agreed targets.</li> <li>▪ Ability to communicate effectively with persons at all levels.</li> <li>▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> <li>▪ Ability to organise one's own tasks with minimum supervision.</li> </ul>	E E E E	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationships &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E E E E E E E	