

## ADDINGHAM PRIMARY SCHOOL

### Outline Job Description

<b>POST TITLE:</b>	<b>SCHOOL BUSINESS MANAGER</b>
<b>POST REF:</b>	<b>APRIL26</b>
<b>GRADE:</b>	<b>SO1 – SO2, SCP 23-28</b>

#### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. **Bradford Council/This school** is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment **and access to the Council Services**.
4. **The Council/This school** is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### PRIME OBJECTIVES OF THE POST:

As a member of the Senior Leadership Team within a smaller sized school; you will organise and supervise whole school administrative and office systems; contributing to the management and implementation of office functions as well as plan and implement new initiatives to ensure an effective service to the school.

Plan, develop and monitor support services, including coordination and delegation of relevant activities.

In liaison with the Headteacher/bursar; help manage the schools financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems.

Understand the implications of Government policies and educational trends and developments.

Under the guidance of the Headteacher, you will have supervisory responsibility for the management of contracts, facilities, lettings and health and safety.

Supervisory responsibility for up to 10 employees (Administration/Caretaking and Cleaning staff).

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

### **EFFORT DEMANDS:**

- To support the Headteacher in the management of their workload, diary and in particular confidential correspondence.
- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the Governing Body and other staff.
- As a member of the senior leadership team will work with minimum supervision; planning and arranging own work loads as well as that of others.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, escalating complex issues where necessary.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals; developing constructive relationships and, under the guidance of the Headteacher, communicate/liaise with both internal and external stakeholders/agencies/professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

### **RESPONSIBILITIES:**

- Under the guidance of the Headteacher you will manage, improve, develop and supervise of the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.

- In liaison with the Headteacher; provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions.
- Attend and participate in regular meetings including senior leadership team meetings and full governing body meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.
- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Under the guidance of the Headteacher; you will be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Headteacher, Senior Leadership Team and Governing Body as and when appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies and stakeholders.
- Under the guidance of the Headteacher/bursar; plan, monitor and evaluate the schools budget; developing a long term financial strategy for the future of the school; ensuring all expenditure is correctly coded to allow maximum use of all budgets and grants.
- In liaison with the schools Bursar; provide ongoing budgetary information and reports to the relevant bodies in a timely manner whilst ensuring compliance with financial regulations and in line with best value procedures; seeking specialist expertise where necessary.
- In the absence of the Headteacher; take delegated responsibility for decision making where appropriate.
- Under the guidance of the Headteacher; oversee the management and maintenance of the school site, premises, lettings and associated income. Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site manager.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.

- As the schools Health and Safety lead officer; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Senior Leadership Team, Governors and other agencies as required.
- Act as the schools lead Fire officer; ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- May be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

#### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the **Advanced** Threshold Level

#### Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

#### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## PERSONNEL SPECIFICATION:

	ESSENTIAL (E) / DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• (E) 2 years experience of working in a school office environment at a senior/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload.</li> <li>• (E) Experience using Microsoft Office and complex databases such as S.I.M.S with excellent IT skills. This should include the production of detailed reports and spreadsheets etc.</li> <li>• (E) Some experience of supervising and/or managing staff.</li> <li>• (E) Some experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting.</li> <li>• (E) Some experience of dealing with HR/payroll/Health and Safety matters.</li> <li>• (E) Provide evidence of having previously spoken fluently to customers at an <b>Advanced</b> Threshold Level</li> </ul>
<b>QUALIFICATION S/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• (D) School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management.</li> <li>• (D) NVQ Level 4 or degree level management/business qualification.</li> <li>• (E) Evidence of continual professional development.</li> </ul>

<b>KNOWLEDGE/ SKILLS:</b>	<ul style="list-style-type: none"> <li>• (D) Will possess a working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation.</li> <li>• (E) Some experience of maintaining complex financial information systems and making payments.</li> <li>• (E) Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements.</li> <li>• (E) Have an understanding of national and regional educational services and how an administrative support service within a school is run.</li> <li>• (E) Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines.</li> <li>• (E) Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently.</li> <li>• (E) Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• (E) Excellent numeracy/literacy/ICT skills.</li> <li>• (E) Ability to self-evaluate learning needs and actively seek new learning opportunities.</li> <li>• (E) Knowledge and commitment to schools Equality policy.</li> <li>• (E) Ability to remain calm under pressure; prioritising conflicting demands.</li> <li>• (E) Demonstrate good co-operative, interpersonal and effective listening skills.</li> <li>• (E) Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act.</li> <li>• (E) Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</li> <li>• (E) In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an <b>Advanced</b> Threshold Level.</li> </ul>

**PACT HR USE ONLY:**

<b>COMPILED BY:</b>	Lindsey Greenwood
<b>DATE OF ISSUE:</b>	December 2015
<b>DATE OF UPDATE:</b>	October 2019 (SCP change to reflect new pay bands)
<b>DATE OF UPDATE:</b>	1 April 2024 (PACT HR Branding and Copyright)
<b>DATE OF UPDATE:</b>	1 March 2025 (Deletion of out of date pay terminology)

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