



## JOB PROFILE

|                         |  |   |
|-------------------------|--|---|
| <b>Department:</b>      | Administration                               |   |
| <b>Job title:</b>       | Assistant School Business Manager            |   |
| <b>Reports to:</b>      | Vice Principal – Business Manager            |   |
| <b>Responsible for:</b> | Administration team                          |   |
| <b>Level/Grade:</b>     | <b>Hours of work:</b> Full time or Part time | <b>Salary Scale:</b> RA6 scale points 35 -42<br>£28,405 - £31,218 |

### Job Purpose:

To develop, coordinate and manage a range of school administrative and support services.

To support the School Business Manager in the strategic and operational management of the schools support services (finance, Administration, ICT Personnel) and the school's resources.

### Job Description

#### Key Accountabilities:

1. Supervision of the School's **administration** team
2. The administration of the schools **financial procedures and systems** in association with the Trust central office services.
3. The coordination and administration of the School's **Payroll** and **Human Resources** administrative arrangements in liaison with the School Business Manager and Trust Charity Office.
4. Ensuring **best value** through support service contract and **procurement arrangements** in liaison with the School Business Manager.
5. **Website**
- 6.

#### Administration

- 1 Allocate and monitor the progress of work across areas of responsibility.
- 2 Liaise with the site manager to ensure that the school is prepared and organised for special events and other school related activities.
- 3 Produce, and respond to, correspondence.
- 4 Contribute to the planning and development of administrative procedures and systems.
- 5 Contribute to the development of administration policies
- 6 Provide support, advice and guidance to the administration team.
- 7 Provide cover for the School Reception and other administration duties as required.
- 8 Be responsible for managing, organising and supporting the team in administrative tasks and contacts with all stakeholders and external agencies.
- 9 To assist in the organisation of the school office by the allocation, supervision and monitoring of a range of administrative duties in support of the staff of the school.
- 10 To ensure the effective operation of the school office, under the immediate direction of the School Business Manager.
- 11 Plan, develop, organise and monitor support systems, and procedures.

#### financial procedures and systems

- 1 To support the school business manager to provide good quality financial information.
- 2 Undertakes all routine coding of expenditure, data input and checking of orders to ensure sufficient correct information is provided for suppliers.

- 3 Controls petty cash, imprest transactions, prepares all elements of banking, monitors spend against the imprest account.
- 4 Obtains competitive quotations for goods and services as required by the line manager and in liaison with appropriate staff. Ensure Value for money
- 5 Monitors designated budgets in line with budget holder.
- 6 Issuing of customer invoices, debtor control, liaising with LA's and parents regarding invoices
- 7 Preparation of payments to suppliers.
- 8 Carry out routine admin tasks i.e. production of spreadsheets, reports and forms and undertake project/research work as required.
- 9 Booking courses in liaison with the HR administrator as required by line managers and approved by the Senior leadership staff in line with school training budget priorities.
- 10 Undertakes other tasks as reasonably correspond to the grade and the general character of the post.

### **Payroll and Human Resources**

- 1 In liaison with the school business manager ensure the timely and efficient administration of all payroll needs for the school.
- 2 Administer the processes for performance management across the school. Working with the line managers to establish key objectives and priorities, within the context of School's Development improvement Plan and priorities of the Trust.
- 3 Provide administrative support and coordination of the recruitment process.
- 4 Maintain and operative a system of agency, temporary and supply staff records in liaison with the school business manager.
- 5 Assist with the maintenance of employee and volunteer related Vetting and Barring administrative arrangements and record keeping for the School.
- 6 In liaison with the school business manager devise and maintain a system for the induction of new staff and volunteers.
- 7 Follow safe recruitment procedures for the recruitment and selection of new employees, agency staff, contractors and volunteers.
- 8 In conjunction with the School Business Manager be involved in the recruitment process of staff from advertising and interview to offer.
- 9 Collate, validate and enter information accurately onto HR software systems and ensure the school's Single Central Record is maintained.
- 10 In liaison with the School Business Manager ensure that all personnel information is collated, entered, maintained and stored securely and in line with Data Protection principles.

### **Procurement and Best value**

- 1 Maintain and keep under review contracts for services, equipment, plant and machinery in the school premises.
- 2 In liaison with the school business manager assist with contract documentation and systems of procurement operating by Local Authorities in operating referral and placement arrangements.
- 3 In liaison with the school business manager ensure that the schools financial planning supports the purpose, values and vision of the school and trust.
- 4 Continued awareness of ways to develop and sustain a safe, secure and healthy environment.
- 5 Identify the range and calculate the quantity of resources required to undertake planned activities.

### **Website**

- 1 Be responsible for the maintenance and oversight of the school website keeping it up to date, monitoring and uploading information and web links as required.

### **Other**

1. To work as a member of the staff team to contribute positively to effective working relationships within the school.
2. Undertake any relevant training as required.
3. Conduct any other duties commensurate with the post as required.

| <b>Person Specification</b>  |   |
|--|---|
| <b>Criteria</b>  | <b>Essential = E</b><br><b>Preferable = P</b><br><b>Desirable = D</b> |
| <b>Qualifications and Training</b>   |   |
| <ul style="list-style-type: none"> <li>• 3 – 5 A level subjects</li> <li>• Training in Microsoft Office Suite</li> <li>• Evidence of continued professional study.</li> <li>• Qualification in School Business Management</li> </ul>   | E<br>E<br>E<br>P  |
| <b>Knowledge and Experience</b>  |   |
| <ul style="list-style-type: none"> <li>• Knowledge and experience of relevant administrative systems and specialist ICT packages.</li> <li>• Experience of working in senior administrative role with significant aspects of financial administration</li> <li>• Experience of working as part of a team.</li> </ul>   | E<br>E<br>E   |
| <b>Skills and Abilities</b>  |   |
| <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Competent with ICT, including MS Office.</li> <li>• High level of analytical skills.</li> <li>• Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.</li> <li>• Ability to identify priorities quickly and accurately and to ensure that deadlines are met.</li> <li>• Ability to work with autonomy within set boundaries.</li> <li>• Ability to work under pressure.</li> <li>• Highly effective organisation and planning skills.</li> <li>• Knowledge of schools MIS system</li> </ul> | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>P                             |
| <b>Personal Attributes</b>   |   |
| <ul style="list-style-type: none"> <li>• Enthusiasm and drive for working in a school.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Reliability, confidentiality and integrity.</li> <li>• Ability to promote the positive image of the school.</li> <li>• Excellent health and attendance record.</li> <li>• A positive and flexible attitude to work.</li> <li>• Willingness to undertake further training/development opportunities</li> </ul>  | E<br>E<br>E<br>E<br>E<br>E<br>E                                       |
| <b>Date amended: March 2016</b>  |   |