

School **Forest Way School**

Job Title: **Assistant Business Manager/Senior Administrator**

Grade: **Grade 8 with progression to Grade 12**
(Starting Salary Grade 8 – Point 15 - £21591 to Grade 12 – Point 34 - £39405)

Progression: **Grade 9 – Completion of Level 4 Diploma in School Business Management (formerly CSBM)***
Grade 10 – Completion of Level 5 Diploma in School Business Management (formerly DSBM)
Grade 12 – Completion of Level 6 Diploma in School Business Management (formerly ADSBM), 3 Years in post and successful transition to the complete role of Business Manager

****Progression dependent at all stages on success in post fulfilling all objectives /duties/responsibilities appertaining to the role of Business Manager***

Responsible To: **Business Manager/Headteacher (close liaison Deputy Headteacher)**

Job Purpose:

MAIN DUTIES AND RESPONSIBILITIES:

- This role has been created specifically with succession planning for the current Business Manager role.
- Undertake complex, specialised ordering requiring research into product, to determine best product, price, supplier and value for money.
- Deal with the most difficult, complex queries, problems which could be referred by junior staff, outside organisations and members of the public.
- You may have formal responsibility for supervising the work of others, including routine monitoring, prioritising tasks, assisting with recruitment, selection, induction of new staff and routine monitoring of employment records.
- To represent the school at project meetings in connection with post holder's job and/or office.
- To attend meetings to take formal minutes and carry out necessary follow-up action to identify and clarify decisions in certain circumstances.
- To assist with the organisation, co-ordination and other arrangements of facilities management for the school.
- To assist with the control and/or management of budgets in accordance with financial instructions.
- To assist with the monitoring of school policies and procedures.
- To assist with undertaking health and safety compliance checks .
- To contribute to the development of systems and procedures within the office e.g information systems, monitoring procedures.

- Making a major contribution to the successful management and administration of the school and to its continuing development in accordance with the Governing Body's long term strategies for development.
- Supporting the Teaching School operation particularly with a view to income generation and sustainability.
- To work as part of a successful, positive team to provide support as required to the Business Manager and Leadership Team.
- To provide all necessary oversight and monitoring for any external service providers.
- To Assist the Business Manager to ensure that the school is fully prepared to meet OFSTED and audit financial criteria.
- To promote a welcoming atmosphere with easy access for parents, governors and visitors but also providing a secure environment for the pupils and staff.

There is a need for confidentiality/loyalty at all times

KEY RESPONSIBILITIES AND TASKS:

Overview:

- Business Management
- Financial Administration
- Supplies and Service
- Premises Management

Working directly with the Business Manager will assist with the preparation of the annual budget for the school in readiness for approval by the Governing Body and submission to the Education Skills and Funding Agency.

To assist the Business Manager to:

- 1 Ensure the school has appropriate financial systems, managing all aspects of the school's financial systems in accordance with agreed policies and timetable, ensuring accurate financial records are maintained and reporting on a regular basis to the Headteacher and Governing Body.
- 2 Preparing appraisals for particular projects and the development of long-term initiatives for the school.
- 3 Writing bids for funding as required by outside bodies.
- 4 Support staff responsible for delegated budgets with procedures, which enable them to monitor these budgets.
- 5 Assist the Business Manager with overall responsibility for fund raising and bid creation.
- 6 To preparing financial reports and budget tracking as required adhering to all financial regulations.
- 7 Managing ordering processes effectively ensuring resources are available when required and ordering is tightly monitored.
- 8 Issue receipts and bank all monies in accordance with the school and Leicestershire County Council financial procedures.

Premises

- 1 Assist the Business Manager with the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher.

Administration and Management

- 2 Ensuring inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate.
- 3 Ensuring school transport requirements are met efficiently and effectively, with a view to both cost and safety.

Line Management Responsibilities

1. To assist the Business Manager with line management of the Office staff and site staff.
- 2 To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- 3 To assist with management of staff attendance and leave to ensure a continuous service throughout the year.

Professional Development

- 1 To take responsibility for their own professional development in order to ensure continued effectiveness in the role
- 2 To complete the Certificate and Diploma of School Business Management or Accountancy Qualification within 5 years of appointment

General

- 1 To provide support as relevant to the Business Manager and Leadership Team as required.

Monitoring and Evaluation

- 1 To contribute to whole school self evaluation.

Undertake such duties and work as agreed with the Headteacher/Business Manager and carry out duties as may be required from time to time as detailed by the Headteacher.

Subject to the duration of the need, the special conditions given below apply:

- a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his or her own training needs and the needs of the school.
- b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality
- c) Expenses will be paid in accordance with the Local Conditions of Service.

- d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Forest Way School seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

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The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a CRB Disclosure check.

Forest Way shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

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Assistant Business Manager/Senior Administrator

Grade:

Grade 8 with progression to Grade 12

| | Essential | Desirable |
|------------------------------------|--|---|
| Qualifications and Training | <p>Undergraduate Degree</p> <p>Willingness to undertake the School Business Management qualification (Certificate and Diploma)</p> | Accountancy qualification |
| Experience and Skills | <p>Able to provide professional information and advice to Senior Team and Governing Body on all aspects of responsibility.</p> <p>Able to make evaluations and recommendations to aid in financial decision making.</p> <p>Demonstrate a continuing professional development.</p> <p>To have a high degree of competency in the use of all Office Applications (Word, Excel, Access, Powerpoint etc) .</p> | |
| Motivation | <p>Enthusiasm for working with young people with disabilities.</p> <p>Enthusiasm for working in a school.</p> <p>Enthusiasm for participating in the wider life of the school.</p> <p>Enthusiasm for working with the people and building the support staff team.</p> <p>Able to attend evening meetings as required.</p> | <p>Experience of working with young people with disabilities.</p> <p>Experience of working in a school.</p> <p>Experience of participating in the wider life of a school.</p> <p>Experience of working with people and building the support staff team.</p> |

| | Essential | Desirable |
|---------------------------------|---|------------------|
| | Able to be self-directed and manage a complex workload. | |
| Attitude and Temperament | <p>Excellent interpersonal skills.</p> <p>Ability to prioritise.</p> <p>Positive and calm outlook.</p> <p>Tendency to look for solutions rather than stick with problems.</p> <p>Willingness to be flexible and respond to changing needs.</p> <p>Trustworthy and able to deal with confidential matters.</p> <p>Able to motivate others.</p> | |
| Appearance and Health | <p>Appearance to inspire the confidence of staff, students and parents.</p> <p>A good health and attendance record.</p> | |
| Application | A well written and presented application written specifically for this post | |