

Job Description

George Fentham Endowed School



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Business Manager	Post No	
Directorate	George Fentham Endowed School		
Division			
Salary Band/Range	Band E £33,820 - £39,493 <i>(Dependent on Experience)</i>		
Responsible to	Head Teacher and Governors		
Location	George Fentham Endowed School		
DBS Check	Yes		
Special Conditions	N/A		

1. Job Purpose

To provide a confidential and efficient, quality, support service in the areas of administration to facilitate the smooth running of the school, including providing daily support to the Head Teacher and line management support to all administration staff. To participate in Senior Leadership and Governor meetings when necessary.

2. Key Responsibilities

2.1 Main Duties

- The job requires specialist knowledge across the authority's relevant procedures and practices some of which can be complex. There is a requirement for thorough organisational, procedural and policy knowledge pertinent to schools.
- ⇒ Responsibility for interpreting information and situations by analysing, judging and being creative
 - ⇒ To analyse and use judgement to interpret complex information to solve difficult problems and develop plans to create solutions
 - ⇒ To use interpersonal and communication skills to support other administration staff; in extensive contact with staff, parents and all other stakeholders
 - ⇒ To be responsible for monitoring the absence and return to work of all employees
 - ⇒ To communicate orally, in writing, by telephone and via technological means with a range of stakeholders at all levels
 - ⇒ To use ICT and computerised management systems confidently and with precision and speed
 - ⇒ To be able to organise and prioritise own workload ensuring that all deadlines are met
 - ⇒ To progress activities within agreed procedures making decisions and using initiative without ready access to more senior staff
 - ⇒ Requiring enhanced periods of mental attention in order to meet deadlines whilst being able to manage interruptions and conflicting demands
 - ⇒ Ensure that the service that is provided by the school has a direct, positive impact on

those that it serves

- ⇒ To be responsible for maintaining the safety of all pupils and staff within the school by maintaining the Single Central Record; checking on the identity of all staff, contractors and volunteers and ensuring that all are checked as appropriate
- ⇒ The post holder will be responsible for supporting the Headteacher and Governing Body on a range of HR issues. This will include working with the school's HR Advisor.
- ⇒ To be responsible for the management and co-ordination of financial and administrative services to the school. Provide advice and support to the Headteacher and Governing Body in financial management by contributing to the strategic financial planning. Management and/or the provision of an efficient and effective administration and site teams. Day to day management of the business functions of the school that may include responsibility for attracting income/general management of the support functions in the school.

Lead and manage the office team by:

- ⇒ Strategically planning the development of the office
- ⇒ Organising daily workload
- ⇒ Giving advice and assistance to staff
- ⇒ Dealing with problems in the office as they arise
- ⇒ Forward planning of future events

Other duties

- ⇒ To be responsible for stock by auditing, ordering, distributing to all staff
- ⇒ Maintaining personnel records
- ⇒ Organisation and administration of safer recruitment within the school
- ⇒ Aid the Head Teacher and Deputy Head Teacher in ensuring cover for absent staff
- ⇒ Administrative organisation of training, meetings and visitors
- ⇒ Oversee the administration and catering of meetings held in school
- ⇒ To administer systems, such as Parent Pay and School Cloud, to aid in the communication and interaction with parents and staff
- ⇒ To take responsibility for organisation of new intakes and new pupils and their parents

Strategic Financial Planning at School Level

- ⇒ Contributes significantly to the strategic financial planning for the School Budget.
- ⇒ Manages the budget and maintains accurate financial information to assist the monitoring to achieve the Schools educational goals and priorities working to maximise income
- ⇒ Liaises with the Headteacher, Governing Body, Senior Leadership Team and Local Authority considering the strategic direction of the School
- ⇒ Plans long term financial budgets in considering value for money, school improvement plan priorities and trends effecting future school budgets
- ⇒ Proactively seeks and manages additional finance streams including fundraising, bids and asset management processes
- ⇒ To strategically oversee the development and agree the School budgets with the Senior Leadership Team and School Governing Body
- ⇒ Assess progress against financial targets through appropriate monitoring, reviewing and re-defining budgets and provide accurate monthly accounting information to the Headteacher and the Governing Body ensuring best value for money
- ⇒ Monthly meetings with the Local Authority Finance Officer
- ⇒ Regular meetings with Headteacher and Senior Leadership Team

Generally

- ⇒ Contribute to the overall aims and targets of the school
- ⇒ Take initiative in establishing and supporting positive and constructive relationships across the school community and with all stakeholders, including parents and children.
- ⇒ Be aware of, and take part in, relevant professional development programmes
- ⇒ Assist with the delivery of policies and procedures relating to child protection, safeguarding, health & safety, welfare, security, confidentiality, equality of opportunity

	<p>and data protection, reporting any concerns to the appropriate person</p> <p>⇒ Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults</p> <p>⇒ Be responsible for Health and Safety in line with the School Health and Safety Policy</p> <p>⇒ Contribute to identifying and meeting any job related development needs</p> <p>Special Responsibilities</p> <p>⇒ To undertake responsibility for upkeep of the Single Central Record on a daily basis</p> <p>⇒ Undertake any other duties in line with the purpose of the role, which may reasonably be required by the Head Teacher.</p>
2.2	People
	<p>The post holder will have overall responsibility for the School's Single Central Record being kept up to date.</p> <p>To be aware of the current policies, legislations and procedures across the Local Authority.</p>
2.3	Safeguarding
	<p>Solihull Council is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. To undertake responsibility for upkeep of the Single Central Record on a daily basis.</p>
2.4	Financial
	<p>Responsibility for preparing and overseeing all financial matters and paperwork, submitting, as necessary, to the Headteacher, Senior Leadership Team, Governing Body and Local Authority.</p> <p>Responsibility for the school budget for materials, stationery, consumables. Overseeing the budget for janitorial materials. This to include auditing, ordering, and procurement.</p>
2.5	Buildings & Equipment
	<p>Liaison with all contractors. Responsibility for overseeing site and building works – part of strategic school team for new build/re-development works.</p>
2.6	Health & Safety
	<p>The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Council's Corporate and Departmental Health and Safety policies.</p>
2.7	Policies & Procedures
	<p>The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>
3.	Other Conditions
3.1	Mobility
	<p>Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council.</p>
3.2	Equal Opportunities
	<p>Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.</p>
3.3	Variations to Job Descriptions
	<p>Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect</p>

		changing requirements.
3.4	Training and Development	
	The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.	
3.5	Lean	
	The Council is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.	
3.6	Core Qualities & Leadership Framework	
	The Council expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.	

Compiled/Reviewed	J Gaughan
Date:	April 2023

Person Specification

George Fentham Endowed School



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Business Manager	Post No	
Directorate	S.M.B.C.		
Division	Education/Children's Services		
Salary Band/Range	Band E £33,820 - £39,493 (<i>Dependent on Experience</i>)		
Responsible to:	Governors and Headteacher		
	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	GCSE English and Maths or equivalent. Evidence of further Level 3 /4 qualification.	Possession of specific administration or business qualification.	Application form and interview.

Skills & Abilities	<p>Analytical skills, with an aptitude for problem solving, negotiation and conflict resolution.</p> <p>Ability to communicate verbally and in writing across a range of different audiences.</p> <p>Skill in managing competing priorities over sustained periods of time, making judgements and adapting to changing circumstances and priorities.</p> <p>Ability to gain and maintain commitment from colleagues by means of negotiation and building good professional working relationships.</p> <p>High levels of precision and skill using Word, Excel, and Outlook.</p>		Application form and interview
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Experience & Knowledge	<p>Analytical skills, with an aptitude for problem solving, negotiation and conflict resolution.</p> <p>Skill in managing competing priorities over sustained periods of time, making judgements and adapting to changing circumstances and priorities.</p> <p>Ability to gain and maintain commitment from colleagues by means of negotiation and building good professional working relationships.</p> <p>Significant experience of successfully delivering against personal and organisational targets, objectives and/or services.</p> <p>Considerable experience and responsibility for budget setting, monitoring and reporting to Senior Leaders / Finance Teams.</p> <p>Considerable experience of being responsible for large budgets and expenditures</p> <p>Considerable experience of advising Senior Leaders in financial management and HR practices.</p>	<p>Recruiting, supervising and leading staff teams</p> <p>Direct responsibility for maintenance and deployment of resources in an organisation</p> <p>Experience of participating strategically in Senior Leadership meetings.</p> <p>Knowledge of school and LA based policies and practice in relation to complex administration functions in schools.</p> <p>Current knowledge and up to date practice and management of school administration systems and support for colleagues in the use of these systems across schools in the locality; specifically, management of school meal systems, knowledge of free school meals entitlements, Census requirements, SIMS computerised management information systems, sophisticated Single Central Record system.</p>	<p>Application and interview</p>
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Core Qualities	<p>Self awareness: learns continuously and effectively adapts behaviour in relation to feedback</p>		<p>Interview</p>
	<p>Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.</p>		

	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Service Delivery: understands customer needs and responds appropriately.		

Other Requirements	Commitment to promoting equality and diversity across the school.		Application and interview
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Compiled/Reviewed by	J Gaughan
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Date	April 2023
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