

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: Lowerplace Primary School**

**JOB DESCRIPTION**

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| <b>Job Title:</b>                         | Business Level 2   |
| <b>Grade:</b>                             | Grade 7 (SCP) 31-35  |
| <b>Responsible to:</b>                    | <b>Headteacher</b>   |
| <b>Responsible for:</b>                   | <b>Admin Staff</b>   |
| <b>Hours of Duty:</b>                     | <b>Full Time</b>   |
| <b>Any Special Conditions of Service:</b> | <ul style="list-style-type: none"><li>• The Postholder may be required to attend evening and weekend meetings</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave – All Year Round</b> – Annual leave will be approved in accordance with the needs of the school.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul> |
| <b>Values and Behaviours</b>              | <ul style="list-style-type: none"><li>➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li></ul></li><li>➤ Be aware of and apply the Rochdale Way behaviours at all times.</li></ul>   |
| <b>DBS Disclosure Level:</b>              | Enhanced   |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Organisational Chart:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To be responsible for the planning, development and delivery of the support function for the school.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.**

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

## **Relationships (Internal and External)**

- Internal:
1. School staff.
  2. Senior managers.
  3. Governors.
  4. Volunteers.
  5. Pupils.
  6. Users of the School.

- External:
1. Parents/carers.
  2. Staff in other schools and within the LA.
  3. Suppliers of equipment and services.

## **RESPONSIBILITIES:**

**The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

**PRINCIPAL DUTIES**

1. Responsible for business and financial management of school resources.
2. Manage the school's support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
3. Contribute to the development of training programmes/learning opportunities and mentoring for support staff.
4. Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
5. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies.
6. Manage the procurement process, including securing appropriate service contracts, licences and insurance.
7. Contribute to the development of policies for school support function.

Individuals in this role may also undertake some or all of the following:

1. Management of facilities, including premises, lettings and liaising with external contractors.
2. Prepare and submit bids for funding from outside agencies under the direction of the Headteacher.
3. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
4. Line manage Teaching Assistants and other support staff.

**SECONDARY DUTIES**

1. To make a positive contribution to the school, supporting and promoting its ethos, and providing input to the development/improvement plan.
2. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).
2. Provide administrative and organisational support to the Governing Body and its committees.
3. To participate in training and other learning activities and performance development as required.

4. To attend and participate actively in meetings as required.
5. To appreciate and support the role of other professionals.
6. To recognise own strengths and areas of expertise and use these to support and advise others.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_