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| Job Description | |

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| Job Details | |
| **School Name** | Lostock Primary School |
| **Job Title** | School Business Manager |
| **Grade** | Grade G |
| **Primary Purpose of Job** | To be responsible for and manage the operation and delivery of support services within the school. To be responsible for and manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school’s management team. |
| **Responsible to** | Head Teacher |
| **Responsible for** | Support Staff |
| **Principal Responsibilities** | Provide clerical, administrative and financial support to the school. |

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| Main Duties | |
|  | Organisation Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems, procedures and policies. |
|  | Direct Line Management responsibilities including managing support staff; representing support staff at relevant meetings; being responsible for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for support staff; holding regular team meetings with managed staff. |
|  | Administration Develop and monitor management information systems. |
|  | Determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information. |
|  | Produce, and respond to, complex correspondence. |
|  | Provide organisational and complex advisory support to other staff. |
|  | Provide organisational and complex advisory support to the Governing Body. |
|  | Be responsible for the design and effective operation of administrative procedures. |
|  | Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfE. |
|  | Commission appropriate systems and be responsible for their effective operation. |
|  | Undertake non routine administration of school lettings and other uses of school premises. |
|  | Resources Identify the need for, select and manage resources, including management of resource budget. |
|  | Be responsible for the appropriate deployment of staff, including recruitment as appropriate. |
|  | Be responsible for the provision of specialist advice and guidance to SMT or Governing Body etc. on national and local guidelines, policy or statue etc. |
|  | Interpret matters of policy, procedure and statute to ensure the school’s compliance and initiate appropriate action arising. |
|  | Manage procurement and be responsible for securing relevant sponsorship. |
|  | Identify the need, and be responsible, for securing appropriate licences and insurance. |
|  | Be responsible for devising marketing and promotion strategies for the school. |
|  | Be responsible for the management of facilities including use of premises and associated income, and major building works and projects e.g. new development as appropriate. |
|  | Develop work specifications and manage service contracts as appropriate. |
|  | Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations. |
|  | Be responsible for planning, monitoring and evaluation of budget. |
|  | Be responsible for the management of expenditure from the school budget. |
|  | Take a lead role for the management of Health and Safety within the school. |
|  | Responsibilities Comply with and assist with the development of policies and procedures relating to child protection, safeguarding, health, safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person. |
|  | Contribute to the development and implementation of the overall ethos, work and aims of the school. |
|  | Develop constructive relationships and communicate with other agencies, professionals |
|  | Take a lead in organisation and participation in regular meetings. |
|  | Recognise own strengths and areas of expertise and use them to advise and support others. |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

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| Version Control | |
| **Job Description prepared by:** | School’s HR |
| **Job Description updated:** | 01 October 2018 |

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| Person Specification | |

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| Job Details | |
| **School Name** | **Lostock Primary School** |
| **Job Title** | School Business Manager |
| **Grade** | Grade 7 |

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

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| Skills and Knowledge | | Method of Assessment |
|  | Basic awareness of first aid. | Application Form / Interview |
|  | Effective use of ICT and other specialist equipment and resources. | Application Form / Interview |
|  | Full working knowledge of relevant policies, codes of practice and legislation. | Application Form / Interview |
|  | Advanced ICT skills. | Application Form / Interview |
|  | Ability to self-evaluate learning needs and actively seek learning opportunities. | Application Form / Interview |
|  | Ability to relate well to children and adults | Application Form / Interview |
|  | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Application Form / Interview |
|  | Ability to persuade, motivate, negotiate and influence. | Application Form / Interview |
|  | Ability to manage self and a multi-disciplinary team effectively | Application Form / Interview |
|  | To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes. | Application Form / Interview |
|  | Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | Application Form / Interview |
|  | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. | Application Form / Interview |
|  | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice. | Application Form / Interview |
|  | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning. | Application Form / Interview |
|  | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form / Interview |
|  | Excellent numeracy and literacy skills. | Application Form / Interview |
|  | Competencies Please note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | Interview |

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| Experience, Qualifications and Training | | Method of Assessment |
|  | Experience of the implementation, development, management and operation of administrative systems. | Application Form / Interview |
|  | Willingness to participate in relevant training and development opportunities. | Application Form / Interview |
|  | GCSE Mathematics and English Grades 9-4 (A-C) or equivalent. | Application Form / Certificate |
|  | Experience in relevant discipline and holder, working towards or willing to work towards NVQ level 4 qualification | Application Form / Certificate |

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| Work Related Circumstances | | Method of Assessment |
|  | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | Application Form / Interview |
|  | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service. | Application Form / Certificate |

## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

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| Skills and Knowledge | | Method of Assessment |
|  | Previous experience of working within a school office  environment at a senior level. | Application Form / Interview |
|  | Previous experience of SIMS packages. | Application Form / Interview |
|  | Previous experience of statistical returns e.g. DfE. | Application Form / Interview |

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| Experience, Qualifications and Training | | Method of Assessment |
|  | NVQ Level 4 or Degree of equivalent qualification or experience in relevant discipline. | Application Form / Certificate |

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| Version Control | |
| **Person Specification prepared by:** | School’s HR |
| **Person Specification updated:** | 01 October 2018 |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.