



Stockport Council Job Description

Job Title: School Business Manager

School: Cheadle Catholic Infant School

Salary Grade: Scale S01

Post Reports to: Headteacher

Post Responsible for: Support staff within the school

Main Purpose of the Job:

- Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school
- To advise the Headteacher and offer the leadership team support in the financial management of the school
- To assist with the planning and development of school support services
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Job activities: Summary of Responsibility and Key Areas:

Major Duties and Responsibilities:

1. Budgets / Resources
2. Personnel
3. Estate Management
4. Whole School Administration

Budgets / Resources:

1. To advise the Headteacher & Governing Body on investment and financial policy; to prepare appraisals for particular projects and develop a long term business plan for the school
2. To prepare annual estimates of income and expenditure; to monitor accounts; to prepare regular management accounts for budget holders and to give financial reports to the Governing Body
3. To manage school accounts efficiently and according to agreed procedures
4. To order, process and pay for all goods and services
5. To operate all bank accounts ensuring monthly reconciliation
6. To maintain an assets register
7. To prepare invoices and collect fees
8. To liaise with auditors
9. To prepare financial returns for the DfES & LA
10. To be responsible for the school's VAT liabilities and advise on charitable status
11. To maximise income generation.
12. To secure bid based funds and to liaise with businesses for fund raising
13. To be the point of contact for grant applications, gifts and donations
14. To negotiate, manage and monitor contracts
15. To operate relevant equipment/complex ICT packages

16. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
17. To manage uniform/school collections/dinner money within the school
18. To provide advice and guidance to staff pupils and others
19. To undertake research and obtain information to inform decisions
20. To assist with procurement and sponsorship
21. To assist with marketing and promotion of the school
22. To manage the administration of facilities including use of school premises
23. To undertake complex financial administration procedures
24. To assist with the planning, monitoring and evaluation of budgets
25. To manage expenditure within an agreed budget.

Personnel:

1. To be responsible for recruitment processes including safeguarding and liaison with HR
2. To maintain confidential staff records
3. To manage support staff within the school
4. To supervise, train and develop staff as appropriate.

Estate Management:

1. To be responsible for the maintenance of the school site and buildings and the efficient operation of facilities on the property
2. To liaise with fire service re safety requirements
3. To keep records of and initiate termly fire drills and regular alarm tests
4. To be responsible for the security of the school site
5. To be responsible for the upkeep of playing fields and all weather surfaces
6. To purchase and ensure furniture and fittings are repaired and maintained
7. To advise the Headteacher on Health and Safety issues specific to the school
8. To conduct an annual risk assessment of the premises
9. To act as school Health and Safety co-ordinator
10. To be responsible for the letting of the school premises
11. To advise the Head and Governing Body on insurance issues

Whole School Administration:

1. To be responsible for the computerised Management Information System and full computerisation of the admin accounting and record system
2. To produce all school records and publications
3. To maintain pupil records including assessment information
4. To be responsible for obtaining any necessary licences and permissions
5. To deal with more complex reception/visitor etc. matters
6. To contribute to the planning, development and organisation of support service systems/procedures/policies
7. To organise school trips events etc.
8. To analyse and evaluate data/information and produce reports/information/data as required
9. To undertake typing and word processing and complex ICT based tasks
10. To provide administrative and organisational support to other staff and to the Governing Body
11. To undertake the administration of complex procedures.
12. To complete and submit more complex forms, returns etc. including those to outside agencies e.g. DCSF.

Additional Responsibilities:

1. To comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
2. To adhere to school health and safety policy including risk assessment and safety systems
3. To adhere to school policy on equality and diversity
4. To contribute to the overall ethos/work/aims of the school
5. To establish constructive relationships and communicate with other agencies/professionals
6. To attend and participate in regular meetings
7. To participate in training and other learning activities and performance development as required
8. To undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

Additional Duties:

Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have an understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and the promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.



Stockport Council Competency Person Specification

Post Title: School Business Manager SO1

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
Knowledge:						
Delivering services and systems applicable for effective school management						Essential
Promoting positive relationships within a work context which effect the wide community						Essential
Knowledge and experience of people, resource or project management						Essential
Producing financial reports for senior managers						Essential
Maintaining financial records and statistical returns						Essential
The educational environment and an understanding of school governance arrangements						Essential
To have knowledge of SIMS or similar packages						Desirable
To have knowledge of Health and Safety procedures as they relate to an educational establishment						Essential
Experience						
Proven experience of finance, human resources or a similar field						Essential
Experience in either a school, local authority or similar setting						Essential
Experience of managing multiple priorities						Essential
Experience of supervision of individuals or teams						Desirable
Experience of delivering value for money initiatives						Desirable
Skills						
Strong organisational, financial, interpersonal and communication skills						Essential
Ability to interpret information and to input into the development of policy/practices.						Essential
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.						Essential

Ability to relate well to children and adults.						Essential
High level of competence using complex ICT packages						Essential
Asset management skills						Essential
Budget Management skills						Essential
Ability to use own initiative to identify issues, problem solve and implement solutions						Essential
Education and Qualifications						
Have or willingness to work towards Level 4 Diploma in School Business Management						Essential
Excellent literacy/numeracy skills						Essential
Evidence of continuing and relevant professional development.						Essential
Work related Circumstances						
Willingness to attend occasional meetings outside of normal office hours						Essential
Ability to act with integrity, honesty, loyalty and fairness, always within the limits of professional competence to safeguard the assets, financial probity and reputation of the school						Essential
Understanding and active support of Stockport Council's diversity and equality policy.						Essential
Ability to meet Stockport Council's standard of attendance.						Essential
A willingness to be flexible in a changing environment						Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 - Exceptional