

Job Description

Job Title	School Office/Business Manager and PA to the Headteacher (Primary)
Grade	2020 Scale 7 or 8 (depending on experience and skillset)
Reports to	Headteacher
Liaison with	School Staff
Job Purpose	<p>To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the other members of the Senior Management Team and Governors.</p> <p>To co-ordinate the maintenance of the school site and its buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property.</p> <p>To advise the Senior Leadership Team on all non-teaching matters so as to contribute to the successful and effective operation of the school</p>
Duties Key Tasks	<ul style="list-style-type: none"> To function as a member of the Senior Leadership Team ensuring that the decision-making is part of a shared process To attend weekly SLT meetings To attend Governors Finance/Premises and Personnel Committee meetings, advising Governors where appropriate To promote the school within the community
Headteachers PA	<ul style="list-style-type: none"> To act as the personal and confidential Personal Assistant to the Headteacher. Dealing with correspondence, attending meetings etc, on behalf of the Headteacher
Premises	<ul style="list-style-type: none"> To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property and maintain the School Asset Register and ICT Inventory. To co-ordinate the upkeep of playing fields, gardens, all weather surfaces and to ensure the maintenance of boundaries To carry out regular health and safety monitoring along with the Site Manager/Caretaker To prepare for and carry out annual Health and Safety Audit To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community To co-ordinate the purchase, repair and maintenance of all furniture & fittings To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the school's energy supplies To maximise income generation & energy savings within the ethos of the school To liaise regularly with our local St Mary's Preschool, as well as Oliver's Lodge
Catering	<ul style="list-style-type: none"> To manage the Catering facility, including preparing and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of school meals. To line manage catering staff to ensure, with the assistance of the Catering Consultant, all Health and Safety regulations and food standards are met
Personnel	<ul style="list-style-type: none"> To be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts and to be responsible for maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance. To maintain confidential staff records To co-ordinate and assist in the recruitment of all staff including drafting job descriptions

<p>Administration (including GDPR & Data Protection)</p>	<p>and adverts and shortlisting candidates</p> <ul style="list-style-type: none"> • To respond to staff queries relating to pay or other personnel matters • To ensure that personnel policies are in line with current legislation and best practice • To be responsible for the professional development, appraisal and training of all finance and administrative, Catering, Midday and Caretaking staff • To line manage administrative staff, Catering Manager, lunchtime supervisor and Caretaker <ul style="list-style-type: none"> • To manage the administrative function, including school reception, reprographics and records • To provide for the preparation and production of all school's correspondence, records, policies and publications • To take responsibility for dealing with complex enquiries or difficult visitors to the school • To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness • To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing. Acting as System Manager for the administrative computer network • To keep up to date all processes and roles in relation to GDPR and data protection including • To ensure up to date compliance and development of school website • To be responsible for responding to subject access requests • To be responsible for maintaining the record of processing activities (ROPA) • To draft correspondence, policies and other documentation to the Headteacher's specification • To prepare for and carry out an annual GDPR Audit • To handle all other matters relating to the administrative nature which may arise
<p>Financial</p>	<ul style="list-style-type: none"> • To be involved in the construction of the annual school budget and ensuring that the school gives value for money • To be responsible for seeking professional advice (including quotations) on suppliers and contractors and advising the other members of the Senior Management Team on these matters
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To take a key role in formulating and evaluating the School Improvement/ Development Plan • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p><i>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</i></p>

PERSON SPECIFICATION

School Business Manager or School Office Manager/PA to Headteacher (Primary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Understanding/experience of GDPR and data protection
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	IT literate – sound knowledge of and ability to use software packages e.g. Excel, Word, PowerPoint, Databases
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with and influence colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with others in the school Ability to work independently
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to work accurately paying close attention to detail
	Line Management	Ability to lead, motivate and develop a team in a positive and successful way
	Time Management	Ability to manage own time effectively and prioritise urgent actions
	Creativity	An inquisitive mind alongside the ability to find creative solutions to challenges
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/GDPR/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to ongoing development and learning in the role Ability to effectively evaluate own performance and share knowledge with others