

Premises	<ul style="list-style-type: none"> • 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 and fittings • To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the schools energy supplies • To maximise income generation and energy saving within the ethos of the school
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.
Personnel	<ul style="list-style-type: none"> • To be responsible for personnel matters relating to all staff, for the clearance for new staff – medical, child protection and to arrange the issue of contracts of employment. • To maintain confidential staff records • To line manage administrative staff, Catering Manager, lunchtime supervisor and Caretaker • To co-ordinate and assist in the recruitment of all staff
Safeguarding	<ul style="list-style-type: none"> • To manage and maintain the Single Central Record
Administration	<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 schools correspondence, records, policies and publications • 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 handle all other matters relating to the administrative nature which may arise

General	<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 comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • 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 • 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
----------------	---

PERSON SPECIFICATION

School Business Manager/PA to Headteacher (Primary)

Education and Qualifications	Essential	Desirable	How identified
English and Maths GCSE C grade or higher or equivalent	√		A/C
Relevant business / administrative qualifications	√		A/C
A relevant professional management qualification		√	A/C
Professional Accounting qualification		√	A/C
Knowledge and Experience			
Experience with Microsoft Office packages to include Word, Excel and Publisher	√		A / I / R / T
Working in a school environment		√	A / I / R
Experience of general office duties	√		A / I / R
Minimum of three years work experience in finance	√		A / I / R
Knowledge and experience of a variety of financial management systems/processes and procedures	√		A / I / R
Ability to manage and motivate staff	√		A / I / R
An understanding of health and safety in schools		√	A / I / R
An awareness and understanding of school and/or public sector Finance Management System	√		A / I / R
Knowledge of the school funding system.	√		A / I / R
Experience of understanding financial information, managing budgets effectively and ensuring financial propriety	√		A / I / R / T
Experience of Human Resources Management	√		A / I / R
Experience of Premises Management	√		A / I / R
Experience of supporting and undertaking strategic management	√		A / I / R
Experience of delivery of best value	√		A / I / R
Experience of working effectively in cooperation with a wide range of internal and external partners.	√		A / I / R
Clear understanding of Safer Recruitment		√	A / I / R
An understanding of school management issues, including the role of the Governing Body		√	A / I / R
Skills and Abilities			
Ability to lead the newly formed admin and ancillary teams	√		A / I / R
Develop good personal relationships within a team	√		A / I / R
Excellent written and verbal communication to a variety of audiences	√		A / I / R
Proven high level negotiation skills including strategic, analytical and flexible thinking	√		A / I / R
Highly developed interpersonal skills	√		A / I / R
Ability to develop and review administrative systems	√		A / I / R

Ability to analyse data and evidence of higher level ICT skills	√		A / I / R / T
Show analytical skills in order to be able to support decision making.		√	A / I / R
Ability to be well organised and use initiative and prioritise work	√		A / I / R
Ability to interpret legislations and regulations	√		A / I / R
Ability to follow instructions	√		A / I / R
Personal Qualities			
Commitment to high educational, professional and personal standards	√		A / I / R
Empathy and respect for children, parents and their needs	√		A / I / R
A commitment to the principles of safeguarding	√		A / I / R
Be flexible with high levels of motivation and a 'can do' attitude	√		A / I / R
Have a strong awareness of confidentiality and discretion at all times in the disclosure of information regarding all aspects about the School.	√		A / I / R
A passion for inclusive education in a multi-ethnic environment	√		A / I / R
Ability to be ambitious for self and others	√		A / I / R
Able to manage stressful and challenging situations	√		A / I / R
Be approachable, committed and resourceful	√		A / I / R
A calm, controlled manner and a good sense of humour	√		A / I / R
Other requirements			
Excellent record of attendance and punctuality	√		A / I / R
Enhanced DBS check	√		A / I / R
Commitment to equality of opportunity for all pupils irrespective of their ability, race or gender, both in principle and practice.	√		A / I / R

A = Application I = Interview C = Certificate R = Reference T = Task