Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** School Business Manager | **Director/Service/Sector:** Children’s Services | **Office Use** |
| **Band:** 7 | **Workplace:** Large School | JE ref: SG49HRMS ref: |
| **Responsible to:** Headteacher and Leadership Team | **Date:** | **Manager Level:** |
| **Responsible for:** Management of support staff |
| **Job Purpose:** Responsible for/manage the planning, development, operation, delivery and delivery of support services within the school. To provide a confidential and personal service to the Headteacher. To act as an ambassador for the school and Headteacher in all matters. To manage HR within the school. Management of staff, including commissioning and delegation of relevant activities. The post-holder provides a range of services to the Headteacher, LT, staff and parents scheduled and generated throughout the day. The post is an essential part of the support services provided to the school and all staff, to ensure the school can provide high quality learning and teaching. |
| **Resources** | Staff | Line management responsibility for office staff. Provides general advice and guidance on management of staff to other line managers.  |
| Finance | Managing Business of Running the School, initiating payroll systems regarding recruitment |
| Physical | All School Resources, including Grounds and Buildings, Accuracy and Security of all school databases. |
| Clients | Extensive involvement: internally Teachers, Other Staff, Pupils, Governors and externally Parents, EducationWelfare Officer, School Nurse,Visitors, Members of the Public, Providing relevant advice and information to Governors, NCC and Government Agencies |
| **Duties and key result areas:****Organisation**1. Largely autonomous role; direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work
2. Organising SIMS attendance and lesson monitor, school’s weekly diary, extra-curricular diary, calendar of events and assessment, daily notices to pupils and Headteacher’s diary; organising meetings for the Headteacher, partnership meetings at schools
3. Arranging all visits to the school and external outings for staff.
4. Be responsible for the interpretation, planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies including supervising all staff in this respect
5. Act as main point of reference for all staff and main point of contact for all visitors

Line Management responsibilities:1. Manage the operation and delivery of support services in the school and some support staff
2. Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff and recruitment/induction for teachers
3. Represent the support staff at relevant meetings
4. Lead the co-ordination of staff training e.g. First Aid, Child Protection and Performance Management

**Administration**1. Manage all communications activity to support the effective and efficient governance and delivery of the School’s business
2. Daily meeting with Headteacher to review needs and priorities; weekly meetings with LT, scheduled meetings with Management Team
3. Headteacher – work, liaise and communicate urgent messages and other information
4. Liaise with parents and Friends Association – queries, information, appointments, pupil absence, fortnightly newsletter, Parents Evenings, Prospectus, Induction
5. Liaise with LA – various individuals e.g. in admissions, students’ services, personnel, termly census, attendance/EWO
6. OrganiseGovernors – meetings, school events, interviews and various other panels, secretarial, clerking, agendas, minutes, visits to school; maintenance of the register of pecuniary interests
7. Liaise with all staff – exchange of information and appointments with Headteacher, performance management, CPD records, evacuation procedures, job descriptions, staff handbook
8. To provide PA support to the Headteacher, Leadership team, all staff regarding letters to parents, letters to multi agencies
9. To provide, as required, a confidential secretarial service to other members of the Leadership Team
10. Procedures and all paperwork relating to exclusions
11. Recruitment procedures e.g. timing, wording, placing of advertisements, arranging interviews, references, appointment statements, change statements, DBS
12. Taking minutes at relevant meetings – governor committees, staff, LT and Management Team
13. Manage, develop and monitor management information systems
14. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
15. Be responsible for the design and effective operation of administrative procedures
16. Be responsible for the submission of relevant information to Headteacher, LT, the Governing Body and outside agencies e.g. DfE
17. Commission appropriate Payroll systems and be responsible for their effective operation
18. The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards
19. SEN: supervise preparation of all review documents and support papers for annual reviews; liaise with parents and outside agencies with regard to annual reviews; direct staff to file containing confidential information

**Resources**1.      Identify the need for and selecting resources and directing Finance officer regarding resource requirement with regard to the resource budget2.      Be responsible for the appropriate deployment of support staff3.      Be responsible for the provision of specialist advice and guidance to LT/Governing Body etc. on national and local guidelines/policy/statute etc. 4.      Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising5.      Identify the need, and be responsible, for securing appropriate licences and insurance6.      Be responsible for devising marketing and promotion strategies for the school, all advertising, through a range of media and events; liaise with Unit Manager regarding hospitality provision7.      Be responsible for the management of facilities including use of premises for partnership activities 8.      Develop work specifications and manage service contracts9. Be responsible for the effective management of information procedures, including shared responsibility for compliance with financial regulations10. Be responsible for the management of Health & Safety within the school11. Manage photocopying for Headteacher, Friends Association, letters to parents, extra-curricular activities and information for teachers and tutors**Responsibilities**1. Lead, organise and assist with the development of all curriculum and aspect policies and procedures relating to the curriculum, aspects of school management, child protection, health, safety and security, confidentiality and data protection, performance management, job descriptions, reporting all concerns to the Headteacher
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the development and implementation of the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals. Dealing with queries – especially in the absence of the Headteacher – and deciding how to deal with the query and whether it should be referred to another member of staff
5. To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, and representatives of the LA and the local community in general
6. Participate in training and other learning activities and performance development as required
7. First point of contact regarding first aid response for pupils
8. Recognise own strengths and areas of expertise and use these to advise and support others
9. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | NoneNormal hours but need to also work ‘out of hours’ as necessary.Normally indoors. |

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**PERSON SPECIFICATION**

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| **Post Title:** School Manager | **Director/Service/Sector:** Children’s Services | **Ref:** SG49 |
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** |
| Formal secretarial/administrative qualification (NVQ 3 or 4)Excellent numeracy and literacy skillsConsiderable secretarial/word processing skills (At least RSA 2)Advanced theoretical, practical and procedural knowledge across specialist area, plus an equivalent knowledge of organisational, procedural and policy knowledge | Degree or equivalent in a relevant disciplineNVQ Level 2 qualification in literacy and numeracy | (a) |
| **Experience** |
| Working in a business environment at a senior, managerial levelExperience of working with other agencies and professionalsExperience of formulating and implementing policy and procedures. Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the schoolExperience of a busy and pressurised office environment.Proven tact and diplomacy in dealing with adults and children | Working in an educational establishment at managerial levelExperience of managing budgetsExperience of managing a multidisciplinary teamDevelopment of communications strategies within a multi-agency/partnership environment.Experience of working with local media.Development of www based applications of performance management systems. | (a), (i) |
| **Skills and competencies** |
| Ability to motivate and influence othersExcellent ICT skills: dexterity, coordination and sensory skills with high precisionExcellent communication and interpersonal skills, particularly:* Negotiation skills
* the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
* The ability to work as a member of a collaborative team
* The capacity to remain calm and to cope with the unexpected
* The ability to analyse and interpret complex information

The ability to prioritiseDiscretion and initiative over broad area of activity with, at times, little access to more senior staffAbility to solve difficult problems over the medium termAbility to relate to both adults and childrenAbility to self-evaluate learning needs and actively seek out learningExcellent organisational skills and knowledge of systems which facilitate achievement of performance /quality goals.Able to work collaboratively with partners.Customer focused approach.Methodical/accurate/thorough but with ability to be innovative and creative, in order to inspire team members/partners.Adept at planning and prioritising resources, including own timeListens, consults others and communicates clearly.Skilled in writing clear and logical reports. | To have had experience of ICT packages used in schools and be able to operate them with confidence e.g. SIMS, OracleSpecific IT skills/knowledge e.g. Desk Top Publishing, design and management of websites.Knowledge/experience of the voluntary sector Knowledge of the current developments in Schools, including Government policies relating to the role of Schools and Local Authorities etc. | (a), (i) |
| **Physical, mental and emotional demands** |  |  |
| Lengthy periods of enhanced concentrated mental attention and pressures from deadlines, frequent interruptions or conflict.Manage exposure to challenging people-related behaviourEmotional demands arising from taking calls regarding pupil absence/dealing with sick pupils in school |  |  |
| **Motivation** |  |  |
| Customer led; team player.Committed to a ‘total quality approach’.Self-motivated – able to work alone with minimum supervision.  | Ability to develop and deliver clear work programmes and targets.Assertive – able to communicate effectively at all levels. |  |
| **Other** |
| Willingness to participate in personal developmentSense of humourExcellent health and time keeping record | Evidence of learning beyond the work place | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits