

CHESHIRE EAST COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	School Business Manager (Primary School)	JOB REF NO	
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1. BASIC JOB PURPOSE

To provide Business Management and Administrative support to the Headteacher and Governors to ensure best value and the successful and effective operation of the school.

2. MAIN RESPONSIBILITIES

1	Manage the financial operations of the school; ensuring that necessary financial data is available to the Head Teacher and Governors, including preparation and formulation of a school budget in accordance with LMS Regulations, preparing statements and financial records for annual audit, etc.
2	Act as Systems Manager for the administration computer network that operates the Schools Information Management System (Arbor) and Local Resources Management.
3	In co-operation with the Headteacher ensure the implementation of regulations to comply with legislation concerning the employment of staff. (Day to day administration of personnel procedures)
4	Manage the production of statistical data relating to the school; in order to submit reports and returns to Council, Ofsted, DfES, etc as required.
5	Manage the School Office ; and ensure efficient administrative and support systems are in place for the effective operation of the school. Manage clerical staff directly to ensure effective deployment for the benefit of the school.
6	Liaise with Site staff for maintenance, cleaning, refurbishment, health and safety, and security or site issues
7	Provide financial/site input into Governor meetings (clerked by CEC) as required
8	Identify fundraising opportunities (sponsorships, external grants, match funding), and administer in order to generate income for the school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year? Yes

OCCASIONAL TASKS

HOW OFTEN PERFORMED?

Attend School Governors' Meetings (Resources committee done online and Full Governing meeting in person) as and when required

Termly

3. RESPONSIBILITY FOR SUPERVISION/DIRECTION/COORDINATION OF EMPLOYEES

Employees directly supervised by Job Holder

<u>No and FTE</u>	<u>Levels / grades</u>	<u>Types of work</u>	<u>Where based</u>
1	Admin assistant (FT)	General clerical and administration, reprographics and other office work	School office

What does the supervision/management of these employees involve? *(eg allocating work, training for the job, assessing performance - see guidance notes)*

The Job Holder has full line management responsibilities for the above job functions - including recruitment, allocation of work and agreeing priorities, monitoring workload, assessing performance and development needs, and informal discipline/grievance issues.

Other Employees supervised by Job Holder (not in a direct line relationship)

No and FTE	Levels / grades	Types of work	Where based
4 PT	Midday Assistants	Setting up tables, assisting at mealtimes with pupils	School
PT – number varies	Cleaners (contract)	Cleaning of designated areas of school – overseeing role only	School
1 PT	Site Maintenance	Maintenance of buildings and site	School

What does the supervision of these employees involve?

Day to day absence and performance management, dealing with personnel issues.

Does the job involve supervision, direction or management of people who are not employees? *eg contractors, students on secondment*

No and FTE	Levels / grades	Types of work	Where based
Variable/external	Contractors – grounds maintenance, plumbers, electricians, etc	Maintenance, repairs and refurbishment of school buildings and grounds.	School
variable	Supply teachers to cover for planned and unplanned absence	Teachers	School

What does the supervision of these people involve?

Work allocation and ensuring compliance with contract specifications/work orders. Arranges and oversees maintenance. Specifies contract requirements relating to goods and services. Agrees timescale, monitors work, ensures health and safety and security of site is maintained and log book signed.

Administers the appointment of supply staff to cover absence, as agreed by the Headteacher.

Does the Job Holder develop policy or provide advice and information which impacts on the supervision/direction/coordination of employees? YES

The Job Holder is responsible for personnel support within school; ensuring that all staff are correctly contracted and remunerated in accordance with school and Council policies and procedures, and with employment legislation. There is a low staff turnover within school.

The Local Area Office send necessary Diocesan Board of Education contracts to staff.

Following advice (where necessary) from appropriate professional agencies (including Personnel Consultancy and Local Area Office) gives advice and information to staff, Head Teacher and Governors on pay, contractual and other personnel policies and issues.

4. RESPONSIBILITY FOR FINANCIAL RESOURCES

Financial responsibility	Value of the financial resource (p.a.)	How often is the duty performed?
<p>Manage / accountable for school budgets (budget holder is Head Teacher) Delegated Budget, Standards Funds and Grants budgets. Responsible for preparation of financial information re school budgets:</p> <ul style="list-style-type: none"> – all main budget expenditure (salaries, overheads and utilities, etc); – Income - Raises Internal and External invoices and recharges – School fund and Governors accounts - Identifies fundraising opportunities (sponsorships, external grants, match funding), and administers these in order to generate income for the school. 	<p>c. £830,000</p> <p>c.£10,000</p>	On-going

Does the Job Holder develop policy or provide advice and information which impacts on financial resources? YES:

The Job Holder manages the financial operations of the school, including preparation of a school budget in accordance with LMS Regulations, preparing statements and financial records for required audits, etc.

- Provides information and advice to the Headteacher and Governors when developing policies related to financial administrative procedures
- Gives necessary financial data to Headteacher, Governors and senior staff on budget related matters
- Researches and presents best value options for goods and services.
- Development and maintenance of internal financial procedures manual

5. RESPONSIBILITY FOR IMPACT ON PEOPLE

Duty	Who benefits?	How they benefit?
Managing school administration and finance systems.	School staff, students, parents.	Efficient and organised school conducive to teaching and learning.
Administrative support to the School Governors (all meetings are Clerked by CEC).	School Governors.	Timely implementation of decisions.
Giving advice on a variety of school related matters including admissions and transfers and responding to telephone and personal enquiries	Pupils, parents, professionals, contractors, general public., governors	Accurate information given, enables teaching staff to focus on teaching responsibilities
Supports coordination of Health and Safety of site, buildings	School community and visitors	Safe, hygienic surroundings
Oversee administration of recruitment process for all staff – advertising, letters for interview, obtaining all checks (DBS, medical, OHU, references), notification of appointment and issue of contract.	Staff and potential staff. Pupils and parents	Efficient recruitment service. Suitably qualified and checked staff engaged.
Oversee staff input and manipulation of assessment data for inclusion in Common Transfer Forms (Arbor) for pupil transfer, reports for parents, data for Assessment Coordinator (PAT), statutory & other returns for DfES and Council Hall Departments (e.g. Research & Statistics).	Pupils, parents, administration staff in other school, Council Hall Departments, DfES staff.	Timely and accurate data provided in appropriate electronic format.

Does the Job Holder develop policy or provide advice and information which impacts on people? YES

The job holder gives information to the head Teacher and Governors that informs decisions about pupil issues such as attendance, behaviour, medical or social issues.

6. KNOWLEDGE

Type of knowledge	What knowledge is essential/desirable?	Why are these needed?	How is it normally acquired?
Specialist Knowledge and qualifications	1. Finance/Accountancy 2. Personnel procedures 3. General school Administration 4. ICT skills and knowledge	Budget management General and personnel administration Network management and upgrades	Certificate of School Business Management (CSBM) NVQ Level 4 equivalent. + 3 to 5 years experience of financial administration On- and off-the-job training and experience
IT Systems and Packages	Operation of networked and stand-alone PCs - local databases for school roll; administration (Schools Information Management System – Arbor); finance, MS Office suite.	Essential tools for performing the job	On- and off-the-job training and experience
Management	Supervisory practice of managing a small team of staff	Management of clerical staff, middays and site manager.	Formal and informal training and experience

How long would it take for a Job Holder to become fully operational?

Within 3 to 6 months the jobholder should be operating pupil, financial and personnel systems but it would take a year to experience the full academic year and financial cycle and acquire the specific local and council knowledge including support mechanisms and develop range of contacts.

7. INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL/DESIRABLE FOR THE JOB

Skill	Used for?	With whom?
Tact/Diplomacy	Responding to enquiries, demands, etc for information, support and advice.	Governors, teaching and support staff, parents and students.
Supervision	<ul style="list-style-type: none"> Managing and motivating team On-the-job training and development 	Office Clerical staff. MDA's/ Site manager
Negotiation skills	<ul style="list-style-type: none"> Work allocation, dispute/ grievance resolution, etc. Obtaining best price/value for money in purchases of school materials and services. 	<ul style="list-style-type: none"> Support staff Suppliers
Written skills – High standard of presentation and accuracy essential. Some documents highly confidential.	<ul style="list-style-type: none"> Statements of Written Particulars and job advertisements Draft correspondence on behalf of Head Teacher Set up of standard letters Minutes, reports and summaries for Governors and other meetings Giving clear, practical instructions Producing financial reports, 	Parents, governors, staff, outside agencies, Head teacher, suppliers, contractors, area office
Oral skills – tact, diplomacy and sensitivity required	<ul style="list-style-type: none"> To deal with more complex calls referred by other school staff. To give precise and accurate instructions Obtain and give information, advice and help 	Pupils, parents, staff, professionals, education staff, contractors, suppliers, governors, general public
Persuasion and negotiation with tact and diplomacy	<ul style="list-style-type: none"> To obtain best price, agree suitable timescales, after sales service according to specific school requirements To engage the services of supply and replacement staff 	Contractors, suppliers, outside agencies, staff, parents. Supply and replacement staff