



Winsford High Street Community Primary School

JOB TITLE: School Business Manager and Clerk to the Governors

GRADE: 8

REF: AAAD7034

CRITERIA	ESSENTIAL	DESIRABLE
Education and Training	- NVQ 3 / 4 equivalent in Business, Finance or School Administration - Excellent numeracy and Literacy skills	- Certificate/ Diploma in School Business Management - School Governance Professional Qualification
Experience	- Proven track record in sound financial management - Experience and understanding of management information systems - Excellent use of ICT for professional purposes - Experience of managing, leading, organising, deploying and motivating teams	- Experience of working in a similar role in a school - Experience of Arbor - Experience of ERP Unit 4 - Experience of facilitating meetings
Job Related Knowledge	- Knowledge - Knowledge of HR issues and ability to find solutions and provide advice	- In-depth knowledge of school financial, personnel and admin systems and procedures - Knowledge of premises Health and Safety requirements in a school
Skills and Aptitudes	- Ability to relate well to children and adults and demonstrate excellent interpersonal skills. - Team player. - Able to work under pressure in a busy and diverse environment, managing competing priorities to meet deadlines. - Proven organisational skills with a high level of accuracy and attention to detail. - Ability to respond flexibly and adapt to changing and challenging circumstances. - Show initiative and self-motivation, operating calmly and effectively. - Ability to formulate ideas and solutions and present them effectively. - Ability to collaborate, influence and engage a range of stakeholders - Ability to maintain strict confidentiality.	

JOB DESCRIPTION

BASIC JOB PURPOSE

Provision of business leadership, management, strategic and administrative support to ensure best value and the successful and effective operation of the school.

MAIN RESPONSIBILITIES

1	To be a member of the School's Leadership Team, ensuring that decision making is part of a shared process with a collective responsibility for leadership and management of the school.
2	To maintain a visible, professional and high profile actively promoting the school's values and ethos and acting as a positive role model for all.
3	To facilitate governors' understanding and oversight of governance, SFVS, budget, income and spending preparing and presenting clear reports for their consideration.
4	To manage the financial operations of the school (the main budget, School Fund, Breakfast & After School Clubs), directly and with other staff, ensuring that necessary financial data is available to the Principal, Head teacher. To include preparation and formulation of a school budget in accordance with LMS Regulations, preparing statements and maintaining appropriate financial records for monitoring, reporting, audit, etc.
5	To act as Systems Manager for the administration computer network that operates the Schools Information Management System (SIMS) and Local Resources Management.
6	To manage the personnel support systems within the school, including appointments (recruitment advertising, applications and interviews), staff absence and terminations; to ensure that all staff are correctly contracted and remunerated in accordance with school and Cheshire West policies and with employment legislation.
7	To manage the production of statistical data relating to the school; in order to submit reports and returns to Cheshire West, Ofsted, DfES, etc as required.
8	To manage the School Office and the work of the admin team to ensure efficient systems are in place for the effective operation of the school.
9	To assume overall management responsibility, directly and through intermediate staff, for the management of the school premises, including maintenance, cleaning, refurbishment, health and safety and security etc.
10	To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services for the school
11	To lead and manage the marketing of the school locally and beyond including management of the school website.
12	To identify and manage fundraising activities in order to generate income for the school.

Notwithstanding the detail in this job description, in accordance with the school's Flexibility Policy the job holder will undertake such work as may be determined by the Head teacher or Governing Body, up to or at a level consistent with the Main Responsibilities of the job.