

JEM Business Consulting

JOB DESCRIPTION

Assistant School Business Manager

Job Title	Assistant School Business Manager
Department/Phase	School Support
Responsible to	Director
Type of Position	Fixed Term in the first instance
Level and Scale Point	£18.50 per hour
Hours	24 hours

Job Purpose:

To promote the ethos of JEM Business Consulting whilst working for the Business, ensuring that professionalism remains at the forefront of everything undertaken.

Promoting the services of JEM Business Consulting and to support the work of the schools assigned to ensuring smooth running of the administration/finance/HR and premises functions of the school and school community. The role is that of Assistant School Business Manager working at assigned schools as well as some remote/home working, providing both short term and long-term support for schools on a remote and on-site basis.

Role Purpose:

To provide support to the schools assigned to providing support as per the Service Level Agreement on a remote/home working as well as on site basis. The role may be on a short- or long-term basis, to assist the School Business Manager with running the school's financial, HR and admin needs in an effective and efficient way. The postholder should be approachable, enthusiastic and flexible as this role has a wide range of responsibilities, including, Finance/HR/Premises/Health and Safety/ICT and the Assistant School Business Manager will need to have the experience and confidence to support these areas.

The successful candidate will be a self-motivated, highly professional person who will work to ensure the school is supported and allowed to grow and develop in the current climate of change in education.

Main Tasks:

- Working in line with the protocols set out by JEM Business Consulting and in conjunction with the Headteacher and SLT to make an active contribution to strategic planning.
- To be responsible for all personnel, administrative, financial and procurement matters within school.
- Oversee health and safety and premises management.

Areas of Responsibility *(some of which may be delegated)*

Staff Management/Supervisory:

- Line management responsibility and appraisal of the office and site staff and provide efficient administrative support for the school.
- To manage the day-to-day operation of the school office to meet the needs and priorities of the school and ensuring that good relationships are maintained with all stakeholders.
- Provide training to office and site staff in relation to procedures and systems to ensure they are up to date and working efficiently.

Finance

- Oversee the day-to-day financial management of the school, including:
 - a. Processing of purchase orders and purchase invoices
 - b. BACS runs
 - c. Sales Invoices
 - d. Bank reconciliation
 - e. Support the School Business Manager with the Month end returns to the LA
 - f. Support the strategic planning, monitoring and evaluation of the school's budget, making recommendations as necessary to the Headteacher and Governors for the effective management of the school budget. Ensure that the budget is administered and monitored in accordance with the needs of the school and Local Authority.
- Provide accurate and up to date financial advice, reports and information to Headteacher, SLT, Governors and budget holders as required.
- Be responsible for ensuring that financial procedures are in place and communicated to staff as per financial regulations and review as necessary for presentation to Governors.
- Be responsible for monitoring and reconciliation of the main school bank account.
- Be responsible for the management of the school accounting function, ensuring effective financial systems are in place and effective operation according to agreed procedures.
- In consultation with the Headteacher, to negotiate, manage and monitor contracts, agreements and Service Level Agreements.
- Maintain and monitor all works in hand, reconcile budgets, check on works completed and paying invoices.
- Effective management and deployment of the school's administration budget, procure office equipment and services and observing best value
- Take a lead role in procurement, ordering goods and services monitoring the quality of purchases ensuring that the school achieves value for money and adheres to policies and procedures relating to purchase of goods and services in accordance with best value.
- Ensure orders are processed and invoices paid promptly as per financial procedures. Timely preparation of invoices for fees due to the school, e.g. for lettings.
- Ensure efficient arrangements are in place for the collection and banking of all monies received, including dinner money, school visits income and lettings fees in accordance with financial procedures.
- Ensure the accurate accounting and administration relating to preparation and presentation for audit, liaising with external agencies as and when necessary.
- Ensure adequate financial controls are in place as per the school's financial procedures, audit recommendations and SFVS standard.
- The administration of free school meals ensuring records are accurate and up-to-date to make sure correct funding is received.

Personnel

- Be responsible for all personnel administration tasks within school, maintaining accurate personnel files and payroll records via the EPM portal (or equivalent) and ensuring effective security of both manual and computerised data.
- Ensure effective systems are in place for the timely submission of supply time sheets, overtime and mileage claims and contract changes.
- Process payroll for all staff at the school including any terminations and variations as necessary, checking for accuracy, and ensuring compliance with the pay policy.
- To be the first point of contact for all staff on pay and contract related matters, liaising with EPM as necessary.

JEM Business Consulting is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- Undertake the necessary arrangements relating to recruitment of school-based posts observing safer recruitment regulations, including preparation of relevant paperwork and arranging advertisements.
- As the named person responsible for DBS clearance checks, ensure all pre-employment checks are obtained for all staff and ensure the single central record is accurately maintained and kept up-to-date.
- Record and monitor all staff absences, maintaining up to date records on the EPM portal.
- Be responsible for ensuring the completion and submission of the annual workforce census, ensuring accurate recording of staff and their roles, teacher qualifications, staff ethnicity and all sickness absences.
- To plan and provide costs for staffing as required by the Headteacher, SLT and Governors.
- Prepare recruitment material for all posts, place advertisements and ensure the administrative task associated with interviews are completed for example copying application forms for short-listing and interviewing panels, informing candidates of interview arrangements.

Premises

- Manage the school's premises compliance and statutory obligations.
- To be responsible for the planned and ad-hoc maintenance and the up-keep of the premises and all its equipment, including all the required safety checks.
- Liaise with contractors ensuring all work is completed on time and to a satisfactory standard.
- To be responsible for seeking professional advice on insurance and Service Level Agreements and implementing accordingly.
- Ensure up-to-date records are maintained for inspection if required.

Secretarial

- To provide secretarial and administrative support to the Headteacher and Governors, in accordance with good practice.
- Ensure filing systems are appropriately maintained and timely archived as per data retention policy.

Administration

- To lead on the implementation and review of policies and procedures relating to financial and administrative processes.
- Ensure that computerised systems and records are kept up-to-date and effectively maintained, implementing new systems as required to meet the changing needs of the school.
- Maintain computer back-up systems and ensure their safekeeping.
- To be responsible for security of the office systems, including safe accounting of monies, limited access to safe and security of personnel records.
- Ensure pupil records are accurately maintained, including attendance data, and kept securely
- Ensure the Local Authority's pupil admission procedures are adhered to.
- Manage all licences, film, copyright and song.
- Ensure that statutory pupil census returns are completed and submitted on time to the Local Authority and DfE.
- Monitor production of parent and staff correspondence and school literature.
- To be conversant with procedures relating to the disaster recovery plan.
- Understand the implications of GDPR in the workplace and other relevant legislation ensuring confidentiality of records and information is maintained.
- To maintain attendance records and work with the Headteacher to complete attendance letters/ Fixed Penalty Notices.

Health and Safety

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- Responsible for day-to-day health and safety matters, including ensuring that accidents are reported, and relevant forms completed in accordance with Health & Safety Executive, risk assessments are completed and Premises Statutory Compliance checks are undertaken
- Responsible for overseeing the smooth running of the Premises
- Ensure compliance with GDPR requirements

Professional Development

- Develop skills and knowledge by attending courses, workshops, and meetings.

General

- Always maintain a professional persona
- Ensure that all duties are undertaken compliantly
- Ensure all duties and responsibilities are discharged in accordance with the Health and Safety Policy
- Ensure all duties and responsibilities are discharge in line with General Data Protection Regulations
- Ensure all duties and responsibilities are discharged with due regard for safeguarding and promoting the welfare of children and following the child protection procedures adopted by School and Local Authority
- Ensure equal opportunities for all by adhering to the school's policy and challenging prejudice
- Ensure a high level of confidentiality is maintained in all aspects of work
- Maintain excellent public relations
- To undertake other reasonable duties relevant to the post.

School Business Manager Person Specification

Education and Qualifications	Essential	Desirable	How Identified
Educated to degree, HNC, NVQ 3 /4 Level	Yes		A
Certificate of School Business Management		Yes	A
GCSE A*- C in English and Mathematics, or equivalent	Yes		A
Knowledge and Experience			
Experience of working successfully in a school environment	Yes	Yes	A/R
Experience of budgetary management and control	Yes		A/R/I
Experience of working at a senior level	Yes		A/R/I
A sound knowledge and understanding of school financial regulations	Yes		A/R/I
An understanding of Local Authority and DfE systems and procedures		Yes	A/R/I
Broad knowledge of finance and administration systems in a team environment	Yes		A/R/I
Experience of motivating and leading staff	Yes		A/R/I
A working knowledge of facilities management		Yes	A/R/I
A working knowledge of Health & Safety legislation		Yes	A/R/I
Excellent ICT skills, including Microsoft Office & Excel	Yes		A/R/I
An understanding of school finance, resources, processes and procedures	Yes		A/R/I
An understanding of school management issues and the role of the Governing Body		Yes	A/R/I
Skills and Abilities			
Exceptional planning and organisation skills including managing deadlines	Yes		A/R/I
Excellent written and verbal communication	Yes		A/I
Highly developed interpersonal skills	Yes		A/R/I
Ability to use initiative and prioritise work	Yes		A/R
Being accurate and well organised in approach to work	Yes		A/R
Ability to consult and share in decision making	Yes		A/R
Ability to think strategically	Yes		R/I
Ability to deal sensitively with people and resolve conflict	Yes		R/I
Ability to work outside working hours as necessary, i.e. Governor meetings	Yes		R/I
Personal Qualities			

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Commitment to high professional standards	Yes		A/R/I
Respect for children and their needs	Yes		A/R/I
A high level of self-motivation	Yes		A/R/I
A strong awareness of confidentiality	Yes		A/R/I
A good sense of humour	Yes		A/R/I
A strong team player	Yes		A/R/I
Confident, resilient, discreet, loyal and supportive of the ethos of the school	Yes		R/I
An openness and receptiveness to new ideas, approaches and challenges	Yes		R/I
Ability to work multi-task, work under pressure, flexibly and calmly	Yes		R/I
Safeguarding and promoting the welfare of pupils			
Motivation to work with all stakeholders	Yes		R/I
To form and maintain appropriate relationships and boundaries with pupils, parents, staff and governors	Yes		R/I
Work as a member of the school team to continuously improve all outcomes for pupils	Yes		R/I

KEY:

A = Application

R = References

I = Interview

Requirements from confidential references	Essential
Written references only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
In addition to the above selection criteria JEM Business Consulting will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines	✓

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