

## CHANGE Schools Partnership – Support Staff Job Description

<b>Job Title</b>	Local Business Manager
<b>Grade</b>	Band 3
<b>Reports to</b>	School Business Leader/Chief Operating Officer
<b>Liaison with</b>	Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, Governors
<b>Job Purpose</b>	<p>As a member of the Trust's central Finance and Business Services team, the jobholder will be working in a designated school office, undertaking financial, personnel, pupil related and other administrative work and managing the office team, to ensure a proactive, and an efficient and effective administrative service for the school.</p> <p>Working centrally as a member of the Trust's Finance and Business Services team, whilst ensuring that all administrative processes and procedures are adopted and followed at a local level.</p>
<b>Duties</b>	<p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• Maintain manual and computerised income collection records such as dinner moneys, trips, swimming etc.</li> <li>• Be responsible for placing orders, invoicing, preparing cheques, issuing receipts etc. on the school's financial computer system.</li> <li>• Produce and evaluate financial reports for the Chief Operating Officer such as dinner money arrears.</li> <li>• Attend relevant team meetings as required</li> <li>• To oversee the administration of petty cash/procurement card.</li> <li>• To supervise the preparation of school monies and make appropriate arrangements for banking</li> <li>• Be responsible for issuing of invoices and collection of monies due to the school as required.</li> <li>• Ensure preparation of orders, check full receipt, ensure payment of goods and services</li> <li>• Undertake any administrative tasks relating to licences held by the school</li> <li>• Be responsible for filing, security and retrieval of financial data, including daily and termly backup of computerised records</li> <li>• Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies</li> </ul> <p><u>Personnel</u></p> <ul style="list-style-type: none"> <li>• Maintain computerised personnel records – (manual records held centrally)</li> <li>• Be responsible for all administration arising from staff absence – completion of absence diary, monthly absence returns to central team.</li> <li>• Be responsible for recording and submitting monthly additional hours/overtime and other subsistence claims to the central team. To ensure that the guidelines for this process is followed for all claims.</li> <li>• Advise school staff on pay and other personnel related matters, taking advice from, or referring to, the central business team as necessary.</li> </ul>

#### Administrative

- Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary, following clear lettings policy and guidelines.
- To take responsibility for dealing with complex enquiries or difficult visitors to the school, understanding the need to refer as appropriate.
- To be point of contact for circulation of key documents to staff, such as pay slips, circulars, memos, e-mails etc.
- To be responsible for all assuring that all correspondence to stakeholders of the school has been checked and has Trust brand identity.

#### Supervision

- Supervise clerical/administrative operations and prioritise work
- Support and mentor support staff in the admin team locally.

#### Welfare

- Responsible for care of children who are hurt or unwell, including liaison with other staff and parents

#### General

- 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 and 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 to carry out appropriate duties within the context of the job, skills and grade.

**PERSON SPECIFICATION**

**Local Business Manager – Band 3**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of managing a busy school office environment Educated to NVQ Level 3 or equivalent Holds relevant SBM qualification or working towards.
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	GCSE Grade C minimum (or equivalent)
	Numeracy	GCSE Grade C minimum (or equivalent)
	Technology	Ability to use photocopier Ability to use word processor and basic databases. Good working knowledge and experience of Microsoft Word/Excel. Experience of finance systems – PS Financials and Tucasi an advantage
<b>Communication</b>	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate

		information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail Ability to carry out a number of tasks at a time and successfully deliver within deadlines.
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance Ability to lead and develop other members of the team, adopting and demonstrating good succession planning strategies.