



Job Description

Job title:	School Business Manager
Location:	Amwell View School, Station Rd, Stanstead Abbots, Herts, SG12 8EH
Hours:	Full time, 37 hours per week 8:30am – 5:00pm Monday – Thursday, 8:30am - 4:30pm Friday
Salary band:	M1 – M2
Contract type:	Permanent
Reports to:	Senior Leadership Team

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary. The job description will be updated regularly in line with school's improvement plan

1. Introduction

- 1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.
- 1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.
- 1.3 The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

2. The role of School Business Manager at Amwell View School

- 2.1 This role requires you to carry out such duties as the Headteacher may reasonably direct from time to time.
- 2.2 Responsible for the planning, development, and delivery of the support function for the school and management of the school finances.

3. Key areas of responsibility

- 3.1 Responsible for business and financial management of school resources
- 3.2 Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include (at least 3 areas from) administration, finance, HR, IT and facilities management including H&S.
- 3.3 Contribute to the development of training programmes/ learning opportunities and mentoring for support staff, including line and performance management of direct reports
- 3.4 Management of facilities, including premises, lettings and liaising with external contractors; line management of premises assistant/ caretaker if in post.
- 3.5 Arrange provision, analysis and evaluation of financial data and statutory reports and information to the senior leadership team, the Governing Body and outside agencies
- 3.6 Manage the procurement process in conjunction with an SLT member, including monitoring of service contracts, licences and insurance.
- 3.7 Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.

**Individuals in this role may also undertake some or all of the following:**

- Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
- Liaise with other staff, pupils, parents/ carers and external agencies.
- Contribute to marketing and promotion of the school.
- Manage lettings and the use of premises for the use of outside organisations and local community.
- Coordinate, purchase, repair and maintenance of furniture and fittings.
- Responsible for effective operation of payroll system.

Job Context

- The job holder is responsible for all of the school's business and administration functions.
- Work will be mostly defined by the operational management of the school but on occasion might be generated by senior and middle leaders and by parental and governor enquiries. The requirements of government and other external bodies, including the LA, will be routinely managed by the jobholder.

Knowledge, Skills & Abilities

- Significant experience in administrative/ finance roles.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge/ skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM). Tier 2 of the ISBL professional standards
- Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience.
- Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.

Supervision

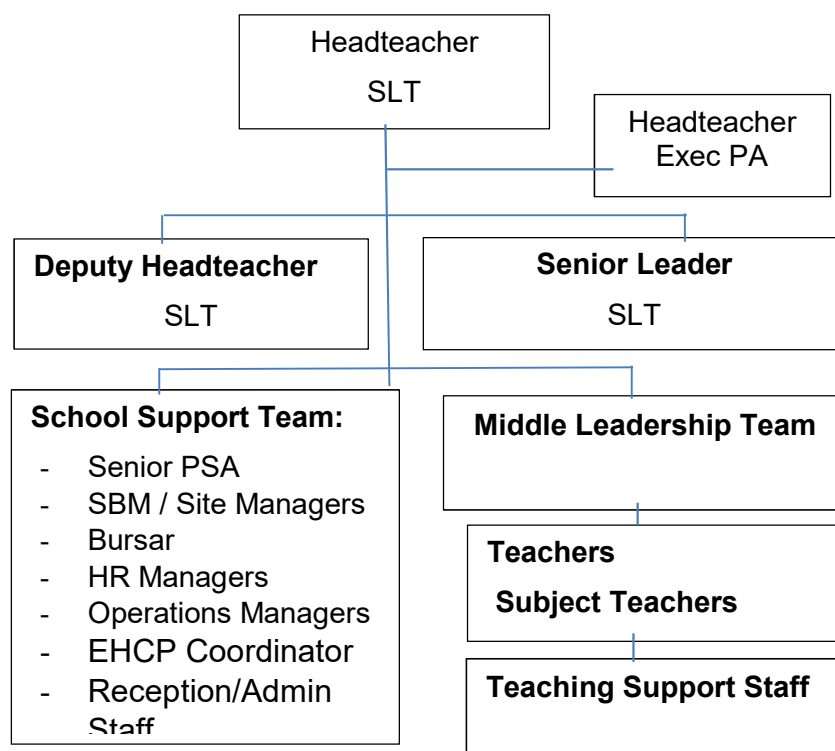
- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for some support staff groups (usually business and administration, facilities and ICT).

Problems, Demands & Decisions

- Business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Medium periods of concentration for meetings, reports, analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Negotiations with suppliers & deals with sensitive issues e.g., contracts, HR.



4. Organisation chart



5. Accountabilities

5.1 The jobholder is managed by a member of the School's Senior Leadership Team.

5.2 You are required to:

Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.

Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.

Encourage an environment and ethos which underpins and enhances pupils learning.

Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

6. Equalities

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

7. Health and safety

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job will involve supporting pupils with intimate care (e.g. changing, cleaning, toileting, feeding and vomit) Appropriate training will be provided.

7.3 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.4 The job may include clearing up blood and other bodily fluids of children.

7.5 The job will include supporting pupils with medical needs. Appropriate training will be provided.



8. Disclosure and barring service

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

9. Safeguarding children and safer recruitment

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.