

# INCLUSIVE | MULTI ACADEMY TRUST

## SCHOOL BUSINESS OFFICER JOB DESCRIPTION

### Employment details

<b>Job Title:</b>	School Business Officer
<b>Grade:</b>	23-26
<b>Reports To:</b>	Trust COO / Headteacher
<b>Job Purpose:</b>	To promote the highest standards of business ethos and support the work of the central leadership team, Trust Finance Manager and Headteacher in planning, developing and delivering the business management functions of the school. You will be responsible for managing financial resources, human resources, marketing, communication as well as leading the administration team.

### Main duties and responsibilities

Plan, develop, design and monitor systems and procedures to support these business functions.
Support the Chief Operating Officer and Headteacher to prepare budgets.
To be responsible for monitoring income and expenditure and support the Trust Finance Manager to produce regular financial reports as required by the Trust.
Manage earmarked funding to ensure that such funds are properly accounted for.
Work alongside the Trusts finance team to manage the school resources, ensuring best value at all times.
Support the Chief Operating Officer to ensure compliance with financial procedures and regulations.
Monitor contracts and services on behalf of the school and escalate to the Chief Operating Officer and Headteacher as appropriate.
Prepare and submit bids for funding from outside agencies under the direction of the Chief Operating Officer.
Promote and extend the use of the school site as a method of generating income.
Support the senior leadership team to manage change in accordance with the School Improvement Plan and other strategic plans.
Contribute to the development of business management related policies.
Attend Local Governing Committee meetings.
To lead the school administration function.
Contribute to the development of training and mentoring systems for business management staff.
Undertake Line Management and performance appraisal of all staff within the business management functions.
To oversee and supervise the issue and maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database and confidential files.
To oversee and supervise the maintenance of accurate personnel records for each member of staff including the single central record for the DBS and Barred List Check.
Oversee arrangements for covering teacher absence including PPA, NQT release and training courses.
To participate in the recruitment, selection and appointment of all business management staff.
To implement and follow all policies and procedures, including giving due regard to the school's equal opportunity policy and GDPR regulations.
To keep abreast of current legislation and developments in relation to education and attend training where appropriate.
Ensure delivery of the school's marketing and communication strategies.
Oversee the development, production and maintenance of the school's marketing material, website, parental communication and publications.

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• NVQ level 3</li> <li>• Level 1 Safeguarding / Awareness of keeping children safe</li> <li>• Current DBS</li> </ul> <p>A record of Continuing Professional Development Activities</p>	<ul style="list-style-type: none"> <li>• ACA, ACCA, CIPFA or equivalent accountancy qualification</li> <li>• School Business Management qualification</li> <li>• A working knowledge of charity and/or company accounting</li> </ul> <p>Knowledge of schools funding and financial accounting systems</p>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> <li>• Knowledge of budget preparation and monitoring</li> <li>• Knowledge of the preparation and monitoring of financial reports</li> <li>• Knowledge and understanding of financial management systems</li> <li>• Ability to demonstrate the delivery of projects on time and to agreed specification</li> <li>• Knowledge of managing staff and contractors</li> <li>• Working practice of reviewing internal controls systems and making recommendations for improvement</li> </ul> <p>Understanding of successful income generation</p>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> <li>• An understanding of how a pupil's learning develops</li> </ul> <p>Proficient with school online systems: Arbor, CPOMS</p>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• Flexible and adaptable to changing business demands</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> <li>• An inspiring leader holding high expectations personally and for his/her team</li> <li>• Decisiveness</li> </ul> <p>A person of high values and absolute integrity who will always put the needs of the school first</p>	<ul style="list-style-type: none"> <li>• Reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality</li> <li>• Exceptional organisational and time management skills</li> <li>• Strong analytic skills with attention detail and high levels of accuracy</li> </ul>

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

<b>School Business Officer:</b>	<b>Line manager:</b>	<b>Date:</b>
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