



Assistant Business Manager Grade 7

JOB DESCRIPTION FOR:	Assistant Business Manager	Name:	
Main responsibilities/Purpose:			
To support the school in its primary function of raising standards and improving outcomes for children by:-			
<ul style="list-style-type: none"> • The effective deployment of school resources to achieve value for money. • To assist with the management of finance, premises management including health and safety, administration and personnel. • The development and maintenance of procedures and systems for finance, premises management including health and safety, administration and personnel – ensuring compliance with requirements of external regulatory bodies. • Achievement of targets and objectives as identified in the School Improvement Plan (SIP). 			
Line Manager: Business Manager			
Line Managing: Business Support Officers			
Liaising with: Headteacher, teaching staff, support staff, pupils, parents, governors, the diocese, local authority, contractors and outside agencies.			
Working Time: 37 hours per week, term time only + 5 additional days			
Salary/Grade: Grade 7 SCP 19-25			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Relating to School Mission Statement:			
<ul style="list-style-type: none"> • In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect. 			
Leadership and Strategy			
<ul style="list-style-type: none"> • To assist with planning and managing change in accordance with the SIP. • Be a role model for professional leadership, promoting team work and motivating staff to ensure effective working relationships. • Manage business support staff. • To assist with behaviour management and to monitor a designated area at break/lunch times. 			
Finance			
<ul style="list-style-type: none"> • To undertake business and financial management transactions relating to school resources and prepare reports to Business Manager as required. • To manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures. • To assist the school with income generation activities and in promoting and marketing the school, including lettings. • To arrange the provision, analysis and evaluation of data, detailed reports and information for the business manager, SLT, governing body and outside agencies • To assist with budget preparation, using FMS/Finance 6 accounting software and HCSS budgeting software. • Produce monthly budget monitoring reports, income and expenditure statements. • Monitor performance against budget and report variances to Business Manager. • Using SIMS Finance software, control the ordering, receipt of goods and authorisation of payments in accordance with internal financial guidelines, best value principles, procurement policy and requirements of Schools Financial Value Standard (SFVS). • Manage systems to accurately record and reclaim VAT. • Manage receipt of revenue and capital funding, payments from the LA and income from other sources. • Manage operation of all school bank accounts. 			



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- Initiate additional income generation opportunities within the ethos of the school.
- At year end, manage closure routines including adjustment journals.
- Facilitate year end and termly audit processes, working closely with internal and external auditors to ensure procedures and systems meet requirements of LA and SFVS.
- Negotiate, manage and monitor service level agreements (SLAs) for the provision of traded services.
- Use benchmarking tools to measure efficient and effective use of school resources, ensuring current school practices demonstrate the application of best value principles.
- Implement financial procedures policy for non-public funds (USF).
- Manage income and expenditure of all non-public funds (USF), including transactions in School Cash Office accounting software.
- Undertake termly reviews of non-public fund account balances and agree recommendations for action with the business manager and headteacher.
- Proactively support the unit catering manager to deliver a quality provision and maximize sales of school meals.
- Oversee catering income from pupils and staff using LCR cashless catering system. Liaise with Network Manager to maintain interface with SIMS.

Premises Management and Health and Safety

- Assist with the management of health and safety issues associated with premises, ensuring compliance with relevant Health and Safety legislation and insurance requirements.
- In conjunction with the business manager, develop and implement a pro-active property maintenance schedule.
- Authorise reactive repairs – obtaining quotations and appointing contractors in line with procurement procedures and internal controls.
- Manage lettings of school premises to external organisations.
- In conjunction with SLT, identify, prepare and submit bid applications to secure funding for building projects.
- To support the implementation of the school's health and safety policies as directed.
- Support the Business Manager with external project management teams to oversee the implementation of building projects.
- Identify opportunities for use of renewable technologies and green energy options that demonstrate the school's commitment to a sustainable environment and reduction of carbon footprint.
- Co-ordinate provision of appropriate insurance cover relating to all aspects of the school's operation.
- Implement and maintain an effective asset management system.
- Support the Business Manager with business continuity planning and effective risk management across the site.

Personnel and Administration

- Responsible for the provision and management of reception services, ensuring that all who contact the school receive a friendly and helpful service.
- Implement the annual appraisal system for school support staff that records achievement, identifies training needs and opportunities for professional development.
- Effectively apply the school's recruitment procedures.
- Maintain in-house systems to submit payroll claims to the LA for processing (absence, overtime, travel expenses etc).
- To manage a team of support staff, including actioning appraisals and to be part of the recruitment process.
- Monitor absence management and report to Business Manager on a monthly basis.
- To support line managers with the appropriate conduct of return to work interviews within their teams, as per absence policy guidelines.
- To assist the administration of human resources processes.
- Liaise with the LA on all staff queries on personnel and payroll matters.
- Seek specialist expertise relating to complex HR issues, ensuring adherence to approved policies and guidelines at all times.



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- Maintain SIMS.net Personnel database for staff records and employment information.
- Ensure compliance with Data Protection Act and Freedom of Information publication scheme.
- Manage school licenses and copyright (non ICT), ensuring compliance with current legislation.

Extra-Curricular:

- To attend school functions, such as open evening, and parents' evenings. Income making events such as community bingo, productions etc

Report to Governors on the above

- Written reporting 3 times per year (HT Governor Termly Report)
- Attendance at Governors meetings when necessary*

**If not already a staff Governor*

Notes:

Equal Opportunities

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves unachievable, job redesign will be fully considered. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.