

Job description

Job title	Executive Federation Business Manager				
Service Area	Education		Function	Schools	
Team	Clementswood Federation Cleveland Road Primary School with Gordon Primary School	Post number		Grade	LBR 17
Reports to	Executive Head Teacher				
Responsible for	School business management service to Clementswood Federation				

Purpose of job

- To provide a comprehensive PA service to the Executive Head Teacher
- To work closely with the Executive Head Teacher, Deputy Heads and Senior Leadership Teams of both schools, providing strategic vision, leadership and professional management in all aspects of financial management, administration & data management, personnel, data protection, Health & Safety, Human Resources, premises management and business operations, to support both schools' ethos and aims in order to support teaching and learning across two schools in outer London
- Alongside both schools' leadership teams, to assist the Executive Head teacher to ensure that the schools meet their educational aims and requirements of their School Improvement Plans
- To work creatively with the Executive Head Teacher, supporting both schools' personnel and curricular functions, in order to manage change and support the agendas for raising standards
- To line manage the Administration Systems Manager and act as a 'bridge' to facilitate effective relationships between teaching, administrative, financial, midday, cleaning and premises staff in both schools
- To oversee the support staff teams in both schools, ensuring effective services to all stakeholders
- To work collaboratively with the governing body towards school improvement planning and delivery
- To lead risk management in both schools including the management of any third-party service contracts
- To provide detailed, complex administrative & management support to the Executive Head Teacher and SLT
- To provide clerking services to confidential meetings and committees when required
- To oversee accurate single central records in accordance with government guidelines in both schools
- To generate funds for the schools through applying for bids

Major duties and responsibilities

PA to Executive Head Teacher:

- To provide highly effective confidential and personal support to the Executive Head teacher
- To manage the Executive Head Teacher's diary and arrange appointments as appropriate
- To make any necessary travel arrangements for the Executive Head Teacher and provide hospitality for visitors
- To be aware of deadlines and to submit forms and returns to the Department for Education and other external agencies
- To maintain clear, effective and up-to-date filing systems
- To sort and prioritise all incoming post and deal with telephone calls and emails for the Executive Head Teacher as required
- To assist with the organisation and recruitment of staff

Strategic leadership role:

- To work with the leadership team to make sure that all safeguarding arrangements are in place to ensure the welfare of all children and staff
- To lead the management, development, monitoring and evaluation of complex school systems for finance, human resources, premises management, whole school administration, data management and marketing, in order to achieve best value

- To research, analyse and evaluate data, creating and presenting reports for the leadership team and governing bodies that validate both schools' commitment to school improvement, high standards and the professional development of its workforce
- To understand the effects and implications of complex government policies, legislation and directives and lead on the development of whole school strategies for their implementation as necessary
- To lead and innovate complex financial and administrative processes to deliver the priorities identified within both schools' development plans and to respond to the changing needs of both schools
- To lead and support strategic decision making within both schools' leadership teams to enhance teaching and learning and continuously improve standards
- To support the governance process by reporting and being accountable to all of the Governors
- To provide high quality and timely resource management information that enables the Executive Head teacher and Governors to make informed decisions and plans for the future
- To review and update the business continuity plans annually and discuss with key staff
- To assist the leadership team on behaviour management amongst the pupils and be on hand for playground, lunchtime and gate duties
- To assist the office team with queries, by answering calls, reading the admin emails and effectively dealing with any complaints and issues that may arise

Staff Management:

- To assist with the recruitment process of all staff, apprentices, students and volunteers, managing the associated employment procedures as appropriate at both schools
- To propose creative strategies for staff deployment and departmental structures in order to meet the needs of both schools' operational and business needs
- To line manage the Administration Systems Manager and School Business Manager and act as a 'bridge' to facilitate effective relationships between teaching, administrative, financial, midday, cleaning and premises staff in both schools
- To be responsible for organising the probation, performance management, CPD, mentoring and development of support staff as necessary
- To be involved in the induction process for new staff, apprentices, students and volunteers in both schools
- To liaise with the LBR Pay and contracts, Human Resources and Employment Relations departments for both schools, managing new starters, contract amendments, leavers, maternities and sickness and ensuring that all documentation and spreadsheets are sent to the relevant services to process in time for payroll
- To act as the point of call for catering, cleaning, maintenance engineers and grounds maintenance contractors in both schools
- To be responsible for creative decisions about staff development in order to meet both schools' needs
- To lead regular team meetings with managed staff in both schools
- To oversee the management of staff absences, following LBR sickness and absence procedures, ensuring that the processes of updating systems, analysing data, holding return to work meetings and stages 1, 2 & 3, arranging and attending further meetings and phased returns are carried out in both schools
- To assist with booking Occupational Health appointments for staff and liaising with them in order to make reasonable adjustments for staff in both schools
- To keep the Executive Head Teacher informed of staffing absences of both schools on a monthly basis
- To monitor holiday leave, annual leave, unpaid leave and long service days for all non-teaching staff; ensuring that adequate and accurate records are kept at both schools
- To ensure adequate insurance cover and manage any claims with both schools' insurance companies
- To ensure the processing of DBS applications for staff, apprentices, volunteers, students, and work placements for both schools
- To manage the maintenance and updating of the staff personnel files; both electronically and on paper, for both schools
- To ensure the processing of extra hours claims, unpaid leave, contract amendments and expense claims for staff of both schools
- To ensure all data for the annual workforce census is entered accurately and in a timely manner on the databases of both schools

- To attend regular meetings, conferences, training sessions and workshops relevant to both schools as required
- To attend Governors meeting and present financial statements, premises reports, health and safety and data protection information for both schools as required

Financial management:

- To lead both schools' accounting and business functions, using specific expertise in financial management, ensuring operations comply with Government (HM Revenue and Customs and DFE), LA, SFVS and audit requirements
- To be responsible for the production and management of both schools annual and three-year budgets and submit budget proposals to the Executive Head Teacher and Governing body for their approval
- To be responsible for the management of both schools' bank accounts and VAT accounting
- To be responsible for the management and monitoring of both schools' budgets and payroll, ensuring that the required returns are completed to deadlines each month
- To be responsible for the purchase ordering process, invoicing, electronic payments, banking, statement queries, income and charity donations of both schools
- To process virements between budgets in the financial management systems of both schools as required
- In line with the priorities identified in the SDP and by the Executive Head Teacher, prepare annual budgets for both schools to ensure they are sustainable
- To present half termly financial statements to the Finance and Personnel Committees / Full Governing Body on both schools' income and expenditure statements and any other financial matters, as required
- To present the following monthly reports to the Executive Head Teacher: bank reconciliations, VAT returns, income and expenditure details, credit card statements, staffing salaries, overtime claims and budget tracking for both schools
- To process quarterly and year end finances to report to the LA finance department for both schools
- To email monthly financial statements to the Finance committee for both schools as directed
- To initiate and lead the research and bidding process of all external bids for additional funding for both schools
- To research and secure best value for both schools in purchasing supplies, contracts and resources, using economies of scale to negotiate discounts for both schools when purchasing goods and services
- To lead the process of preparation, negotiation, tendering, management and monitoring of contracts, and agreements of contract services with reference to principles of best value
- To prepare and develop policies, processes and procedures and reports for both schools as directed

Data management:

- To be responsible for complex accurate data and finance administrative systems, ensuring that they are maintained and meet the changing needs of both schools in line with the data protection act
- To be responsible for leading, managing and training relevant staff who use the data and admin systems and for their provision of the highest standards of professional front line customer care in both schools
- Using complex and detailed reports, documentation, profiles and targets, to work innovatively to create audience appropriate reports for the Leadership Teams, Governing Body, LA, DfE and other outside bodies, teachers and parents
- To assist the leadership teams in preparing and developing policies and procedures in both schools
- To oversee the management of both schools' pupil databases and staff attendance systems
- To manage and develop an annual calendar of requirements, and form strategies to address specific requirements
- To devise, develop and make recommendations to the leadership teams in the use of data and interpretations in both schools
- To be responsible for overseeing both schools' data processing, the grounds of processing, the rights of data subjects and the accountability and transparency of data controllers under the Data protection act
- To be responsible for overseeing the disposal or archiving of old data in line with the Data protection act 2018 for both schools

Administrative Management:

- To lead and manage the provision and development of complex administrative and personal support to the Executive Head teacher and leadership teams in both schools

- To create, update, amend and implement school policies, risk assessments and procedures
- To assist the leadership teams in creating and developing school and governing body policies, procedures & reports and ensuring that they are kept up to date
- To act as an administrative manager to the Executive Head Teacher, producing and responding to complex correspondence and managing the delegation or distribution of tasks as required
- To undertake complex research and obtain information to inform strategic and managerial decision making
- To be responsible for the completion of forms and returns including those to DFE, LA and other organisations
- To be responsible for the management, maintenance, safe-keeping and accuracy of staffing records and all aspects of personnel administration
- To lead specific projects, researching, delegating and distributing leadership as appropriate
- To lead and participate in complex training and other learning activities and performance development
- To prepare complex school publications and records for internal and external audiences as required
- To create, develop and lead school systems
- To manage detailed paper & electronic filing systems for the whole school
- To read and analyse contracts and summarise key details for the leadership teams
- To draft letters and reports on behalf of the Executive Head Teacher or leadership teams
- To take minutes of meetings for the Executive Head Teacher and ensure minutes are copied accurately and send to all relevant persons
- To liaise with parents, contractors and visitors at the front reception desk when required to do so
- To undertake any other duties as may be reasonably expected within the grade of the post

Premises Management:

- To project manage premises developments, deciding outcomes with the Executive Head Teacher and to be responsible for the planning and implementation phase of all contracts
- To ensure the best possible use of resources through effective strategic planning, including consideration of all financial implications and ensuring that best value principles are adopted in both schools
- To generate, maximise and coordinate new and existing income streams that are supportive of the ethos in both schools, ensuring that all correct administration is in place, invoices sent, payments received, Health and Safety details discussed, and good relationships managed
- To produce timely and fully costed proposals ensuring they are sustainable and fit for purpose (e.g. through 3 year budgets), adding these to the SIPs of both schools
- To lead and manage the caretaking team and their planning processes to ensure creative and efficient development, that safety procedures are in place and the school buildings are well maintained
- To manage and develop effective maintenance systems, to ensure the efficient operation of all facilities on the premises at both schools
- To oversee and manage others as appropriate in relation to major site works, repairs or development for both sites
- To maintain, update, amend and enforce relevant policies, processes & procedures and keep records for the premises at both schools
- To report any issues in respect of theft or damage to any part of the building and deal with the necessary insurance claims for both schools
- To be a key holder for both sites
- To liaise with the school caterers regarding the catering contract and the cleaners regarding the cleaning contract at both schools

Welfare and Medical:

- To assist with any medical issues that arise for children or staff if required
- To create risk assessments for pupils and staff as necessary
- To ensure all classes on school trips have the correct medical supplies with them
- To have knowledge of:
 - Welfare and medical duties
 - Where to find the records of staff with first aid training
 - Where the children's medication is stored
 - The individual medical needs of children and staff including allergies

Health and Safety:

- To be responsible for the adequacy of Health and Safety policy and procedures, and manage alongside the Executive Head Teacher and Site Manager
- To work alongside the trips and visits co-ordinator to ensure compliance with Health and Safety guidance
- To be proactive in ensuring that the school provides a safe, secure and friendly working environment consistent with its Health and Safety policy
- To develop and maintain the business continuity plan
- To create and manage systems to ensure both schools' compliance with Health and Safety, Fire, Disability Discrimination Act legislation and data protection regulations
- To be responsible for termly fire evacuations, ensuring there is an up-to-date fire risk assessment and that all fire marshals are trained for their roles
- To be responsible for lockdown procedures, evacuations, evacuations and training
- To assist with writing and updating risk assessments for the whole school site and special events planning
- To complete DSE questionnaires with relevant staff and act upon any adjustments required
- To ensure all maintenance checks, certificates, and servicing are up-to-date and keep accurate records and service sheets

Compliance:

- To be accountable for the school's compliance with all relevant law and best practice in:
 - Safeguarding
 - Financial legislation
 - Taxation law and guidance
 - Employment law (with the guidance of LBR)
 - Health and safety legislation
 - Data protection legislation
 - Best insurance practise
 - Licenses and local council regulations
 - Safer recruitment

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