



SS Peter and Paul's Catholic Primary School
The Good Shepherd Catholic Trust

Assistant Business Manager Job Description

Grade	LBR13
Salary	£49, 083
Contract hours	46.53 weeks which includes 5 inset days and 10 additional days 36 hours per week - 8.15-4.30pm

Line Manager: Headteacher

Purpose of the post

- As a member of the leadership team, work closely with the HT in providing strategic vision and leadership in all aspects of financial management, administration and data management, personnel and premises.
- To work creatively with the HT supporting the school's administrative, personnel and curricular functions, in order to manage change and support the agendas for raising standards.
- To contribute to the development of the school's strategic decision making
- To lead and manage the school's administrative/caretaking/cleaning and midday team, ensuring an effective service to the school and its stakeholders.
- To provide detailed, complex administrative and management support to the Headteacher.

Duties and responsibilities

Strategic Role:

- 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 respond to the changing needs of the school and achieve best value, implementing initiatives to improve efficacy.
- Research, analyse and evaluate data, creating and presenting reports for the leadership team and governing body that validate the school's commitment to school improvement, high standards and the professional development of its workforce.
- 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.
- Lead and innovate complex financial and administrative processes to deliver the priorities identified within the School's Development Plan and to respond to the changing needs of the organisation.
- Attend Leadership Team and Governing Body meetings as appropriate to the role.

Staff Management:

- To oversee the recruitment process of all staff, managing the associated employment procedures.
- Lead the administrative, reception, caretaking/cleaning teams also being responsible for organising their performance management, CPD, and deployment as necessary.
- Be responsible for creative decisions about staff deployment in order to meet the school's needs.

- Lead regular team meetings with managed staff.
- Lead in the organisation and development of induction, mentoring and performance management systems for the administration, midday and caretaking/cleaning staff.
- Oversee leave for all non-teaching staff.
- Work with the Headteacher to develop and maintain all recruitment and associated procedures as well as induction and mentoring packages and systems.
- Coordinate, manage and support staff disciplinary meetings as and when necessary

Financial Management:

- With the headteacher, The Good Shepherd Trust (TGST) and Governing Body, set and deliver on the school's financial strategy
- Lead the school accounting and business functions, using specific expertise in financial management, ensuring operations comply with Government (HM Revenue and Customs and DfE), TGST and audit requirements.
- Collect income and lead systems and processes relating to income
- Be responsible for the management and monitoring of budgets and payroll.
- Using priorities identified in the SDP and by the HT, prepare a five-year budget ensuring it is sustainable.
- Present termly financial statements to the Leadership and Management Committee/Full Governing Body on the schools' income and expenditure statements and any other financial matters as required.
- To initiate and lead the research and bidding process of all external bids for additional funding.
- Lead the process of preparation, negotiation, tendering, management and monitoring of contracts and agreements of contract services with reference to principals of best value.
- Work with the CFO at The Good Shepherd Trust to ensure all systems in place are well managed and we continue to ensure value for money against services procured.

Data Management:

- Be responsible for complex accurate data and administrative systems that are maintained to meet the changing needs of the school in line with the data protection act.
- 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.
- Using complex and detailed reports, documentation, profiles and targets, work innovatively to create audience appropriate reports for the Leadership Team, Governing Body, The Good Shepherd Trust, DfE and other outside bodies, teachers and parents.
- Manage the school's pupil database pupil admission and pupil and staff attendance systems.
- Manage, adapt, model and evaluate pupil database to add and expand data as management information needs require.
- Manage and develop an annual calendar of requirements, and form strategies to address specific requirements.
- Devise, develop and make recommendations to the leadership team in the use of data and interpretations.
- GDPR – implement and develop systems and procedures in order to maintain school compliance
- GDPR - Act as the Data Protection Officer for the school

Premises Management:

- Project manage premises developments, deciding outcomes with the HT and be responsible for the planning and implementation phase of all contracts.
- Lead the caretaking team to ensure the school buildings are safe and well maintained.
- Create and manage systems to ensure the school's compliance with Health and Safety, Fire and DDA legislation and regulations.
- Manage and develop effective maintenance systems, to ensure the efficient operation of all facilities on the premises.
- Be responsible for our school inventory systems and the organisation and disposal of stock.
- Be responsible for charging and letting systems.
- Maintain records for building related matters such as asbestos/fire/alarm/electrical and mechanical systems.
- Process and report any issues in respect of theft or damage to any part of the building and deal with the necessary insurance claims.

Business Management:

- Manage contract negotiations for the school relating to premises, staff, insurance and any others delegated by the HT
- Manage leases and negotiate new terms in line with school requirements and budget considerations
- Manage SMADS negotiations and contract terms

Health & Safety

- Manage the H&S for the school ensuring compliance including:
 - Management of issues and fixes
 - Staff training
 - Manage H&S policies
 - Audits

Administrative Management:

- Manage the provision and development of complex administrative and personnel support to the Headteacher and Leadership team.
- As part of the Leadership team, create and develop complex school and governing body policies, procedures and reports and ensuring that they are kept up to date.
- Act as an administrative manager to the Headteacher, producing and responding to complex correspondence or managing the delegation or distribution of tasks.
- Undertake complex research and obtain information to inform strategic and managerial decision making.
- Be responsible for completion of complex forms and returns, including those to EPM, DfE, LA, etc.
- Be responsible for the management, maintenance, safe-keeping and accuracy of staffing and governor records and all aspects of personnel administration.
- Lead specific complex projects, researching, delegating and distributing leadership as appropriate.
- Lead and participate in complex training and other learning activities and performance development.
- Prepare complex school publications and records for internal and external audiences.
- Oversee the management and development of the school website and to ensure that it is kept up to date.
- Create, develop and lead school systems to ensure the school's compliance with DBS regulations for all staff/volunteers/external providers and contractors.
- Manage detailed paper and electronic filing systems for the whole school.
- Read and analyse contracts and summarise key details for the leadership team.
- Support/liaise with governing body members to enable them to carry out their strategic function.
- To undertake any other duties as may be reasonably expected within the grade of the post.

- Minute confidential meetings as required.
- Liaise with the clerk to the Governing Body and the Chair to support the administration and compliance elements of their roles.

Job Specification

Please read this Person Specification carefully, as it will be used to assess candidates as part of the shortlisting and interview process. You should state any experience you have had, which shows how you meet the criteria, when you complete your application form. If you are selected for an interview, you may be asked to undertake practical tests to demonstrate some of the skills and abilities listed below. The Trustees will be looking for candidates who most closely match the following criteria but they do not expect the successful candidate to meet all the “desirable” criteria upon joining the school. However, the postholder will be expected to build on existing knowledge, experience, and skills during his/her continuous professional development.

Criteria	Essential	Desirable
Knowledge Qualifications Experience Skills Abilities	<ul style="list-style-type: none"> • Good general education • Excellent ability in Microsoft • Good awareness and understanding of school frameworks and funding • Effective use of IT Software • Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims • Able to establish and maintain good financial practice • Able to delegate tasks and manage own workload to meet deadlines • Able to identify own professional development needs and ensure they are met • Able to identify and manage potential risks • Able to lead appropriate innovation projects • To implement and follow 	<ul style="list-style-type: none"> • Graduate or equivalent • School business management qualification, e.g. Certificate of School Business Management (CSBM), or Diploma of School Business Management (DSBM), Accounting • Experience in school finance • Experience of EPM • Knowledge of payroll structures and administration • Able to prepare a budget plan with fully profiled salaries and other costs and longer term budgets taking account of Value for Money, organisational priorities, and factors affecting funding/income • Successful track record in working with school governors and Chief Finance Officer

	Academies Financial handbook, Education Funding and Department of Education requirements	
Personal qualities	<ul style="list-style-type: none"> • Flexible approach to work Ability to take responsibility Acts with integrity, honesty, loyalty and fairness • Confidentiality Self-starter but also able to work collaboratively with other team members • Natural authority and confidence in dealing with people and situations • Calm and organised under pressure • Resilient and determined 	<ul style="list-style-type: none"> • Successful experience of role in wider school community

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.