

EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Pashley Down Infant School
JOB TITLE:	School Business Manager
GRADE:	East Sussex Single Status Grade 9-11
RESPONSIBLE TO:	Headteacher
MAIN PURPOSE OF THE JOB:	Responsible for all aspects of Financial Reporting, and Accounting, Facilities Management and managing the school's business support functions.

KEY TASKS

Finance

1. Responsible for financial planning of school budget, monitoring and reconciliation of budgets, preparation and reporting of financial returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.

HR

2. Responsible for ensuring recruitment and staffing matters are managed in accordance with regulatory and County Council Schools HR policy requirements.
3. Responsible for maintaining the single central record for all staff, volunteers and governors.
4. Provide guidance on HR matters, including local application of legal or policy changes.
5. Full line management of a team of office staff.

Property

6. Responsible for the facilities management of the school to ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety requirements.
7. Responsible for overseeing the day to day operational management of the ICT infrastructure.

Procurement

8. Responsible for contract management for the school, including procurement and contract monitoring against Key Performance Indicators.

Communication

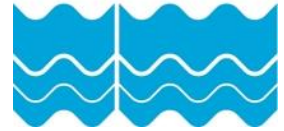
9. Responsible for the delivery of the administrative support function within the school, ensuring pupil records are maintained, and management information, school records and publications are produced within required timescales and compliant with data protection legislation
10. Review relevant model policies that the school is adopting, adapting the policies to make them specific to the needs of the school.
11. Ensure all external communications are in line with local communication standards and reflect the ethos of the school.

Addendums

The following Addendums apply:	Yes/No
Full line management responsibility for a group of staff working across a range of functions, e.g. site management and office staff.	Yes
Complete IOSH training and responsible for undertaking risk assessments e.g. Fire regulations, Health and Safety regulations.	Yes
Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/contracts are completed, health and safety checks are completed, ensure payment is received.	Yes
Responsible for marketing the school, for example responsible for external communications relating to promotion of the school or selling services e.g. breakfast club, room letting, open days. Maintain external school website content and organise advertisements.	
Lead the management of data protection procedures in the school and ensure that staff have access to appropriate guidance and training. Manage key data protection documentation, including the Register of Processing Activities, Data Asset Register, Privacy Notices etc and ensure that they are regularly independently audited. Support the DPO respond to FOI requests and subject access requests by ensuring requested information is provide to the DPO in a timely manner. Report data breaches to the DPO and assist them in subsequent investigations and post breach improvement strategies.	
Be a member of the leadership team, contributing to decision making about the school strategy, taking responsibility for delivering specified initiatives and discreet areas of work to support the development and implementation of the school strategy.	Yes

Finance and Line Management Values:

	Yes/No	Details
Manage budget (make decisions about spend)		£ per annum
Monitor budget	Yes	£ per annum
P-card or petty Cash holder	Yes	£ per month
Number of staff line managed (headcount)		Office Team x 4
Number of work locations based at		Pashley Down Infants



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Person Specification

Post Title: School Business Manager

Location: Countywide

Grade: Single Status 9-11

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to develop and maintain efficient administrative systems • Ability to analyse and interpret complex information, resolve problems and make recommendations • Negotiation skills • Ability to communicate with a wide range of audiences. • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to work independently using own initiative, prioritise and manage own workload to meet deadlines. • Ability to provide appropriate professional challenge • Ability to support change management processes 		<ul style="list-style-type: none"> • Application/ Interview

Education & Qualifications	<ul style="list-style-type: none"> • <u>QCF level 2 qualification</u> in Maths and English <p>Progression requirements:</p> <ul style="list-style-type: none"> • Level 6 diploma in School Business Management (leadership addendum) or assessed as competent against School business management competency framework at SBM level. 	<ul style="list-style-type: none"> • Hold or working towards QCF level 4 or above Diploma in School Business Management 	<ul style="list-style-type: none"> • Application/ Interview
Knowledge	<ul style="list-style-type: none"> • Budget management accounting and financial reporting procedures. • Developed knowledge of a range of computer applications including Microsoft Excel, Microsoft Word and use of databases for maintaining and extracting data. 	<ul style="list-style-type: none"> • Knowledge of Schools Information Management System (SIMS). • Sound knowledge of the financial workings of a school, procedures and risk assessments relevant to a school environment • Contract management, procurement and supply procedure. • Knowledge of Health and Safety legislation • Knowledge of HR legislation 	<ul style="list-style-type: none"> • Application/ Interview
Experience	<ul style="list-style-type: none"> • Experience of financial planning, budget monitoring, account reconciliation and financial reporting. • Experience of undertaking a range of administrative duties and office management. • Experience of managing a team staff, and use of HR procedures to 	<ul style="list-style-type: none"> • Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises. • Experience of ICT, Communication and Financial Systems Management 	<ul style="list-style-type: none"> • Application/ Interview

	support confidential and sensitive matters <ul style="list-style-type: none"> • Managing projects 	<ul style="list-style-type: none"> • Procurement and contract negotiation ensuring best value. 	
Personal Attributes	<ul style="list-style-type: none"> • Adaptable • Innovative • Organised • Personable • Commitment to personal development and willingness to undertake training 	<ul style="list-style-type: none"> • Demonstrate commitment to supporting children's education and wellbeing 	<ul style="list-style-type: none"> • Application/ Interview
<p>Date (drawn up): November 2021 Reference of Officer(s) drawing up person specifications: LS/HG</p>			