

## **Job Description**

### **Business Support Manager Level 1**

#### **Grade 8**

The post holder will report to the head teacher. Apart from other colleagues the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

#### **Main Purpose of the Job**

To organise and supervise administrative systems within the school and to contribute to the planning, development and monitoring of support services within the school

To manage school support staff, including coordination and delegation of relevant activities.

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

#### **Main Duties and Responsibilities**

1. To undertake line management responsibilities where appropriate, to include the planning of induction programmes, regular supervision, monitoring of performance through the school's performance management arrangements and the personal development for existing and newly appointed members of support staff.
2. To contribute to the development of training programmes / learning opportunities and mentoring for support staff.
3. To prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school.
4. To be responsible for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school.
5. To provide detailed analysis and evaluation of data and produce complex / detailed reports and information as required.
6. To respond independently to complex correspondence.
7. To be responsible for the completion and submission of complex forms, returns etc, including those submitted to the LA and outside agencies.

8. To manage the administration of the payroll system for teaching and support staff.
9. To develop / record information systems which monitor and analyse issues relating to the day- to- day running of the school.
10. To oversee the administration relating to examination invigilation as part of the agreed system for the school.
11. To oversee the administration of pupil admissions.
12. To assist with the preparation of the school's revenue annual budget for submission to the governing body.
13. To be responsible for securing LA approval to spend devolved formula capital on approved capital projects.
14. To be responsible for the administration of financial systems, including the monitoring of the school's income and expenditure.
15. To be responsible for the selection and management and audit of resources.
16. To be responsible for the administration of school cash where appropriate, including banking arrangements and safe management inline with financial procedures.
17. To take a lead role in the recruitment of support staff and in managing associated employment procedures.
18. To provide organisational and complex advisory support to the Governing Body.
19. To take a lead role in procurement and securing sponsorship and funding.
20. To manage service contracts, including LA Service Level Agreements.
21. To manage school licences and insurance.
22. To take a lead role in the effective marketing and promotion of the school, including the organisation of events and open days.
23. To manage facilities including premises, lettings and associated income, building and projects.
24. To carry out management of Health and Safety within the school. This includes appraising staff of the appropriate reporting procedures relating to First Aid and accident and to ensure that all records relating to accidents are recorded and submitted to the LA Health and Safety Officer.

25. To ensure accuracy and confidentiality of information produced relating to the management and administration of the school.
26. To comply with and assist in the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
27. To be aware of and support difference and to ensure equal opportunities for all.
28. To contribute to the overall ethos, work and aims of the school.
29. To develop constructive relationships and communicate with other agencies and professionals.
30. To share expertise and skills with others.
31. To participate in training and other learning activities and performance development as required.
32. To recognise own strengths and areas of expertise and use these to advise and support others.
33. To converse at ease and provide advice in accurate spoken English is essential for the post.

**Where the postholder 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 job. If, however, a certain task proves unachievable, job redesign will be fully considered.**

## **Person Specification**

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#### **Grade 8**

#### **For this job we are looking for:**

Considerable experience of working in an office environment at a senior level and managing other support staff.

Possession of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the School.

Possess excellent numeracy and literacy skills.

High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement.

Excellent ICT skills and to be able to effectively use specialist software packages.

Have a full knowledge of the legislative framework of schools and education.

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures.

Successful experience of implementing, developing and maintaining and effective administrative systems in a busy office environment.

Knowledge of project management and monitoring strategies.

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.

Ability to lead and motivate other staff.

Ability to organise own workload and that of others to meet conflicting deadlines.

Excellent written and verbal communication skills.

Ability to relate well to children and adults.

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Ability to self-evaluate your learning needs and actively seek learning opportunities.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).