

<i>Post:</i>	Business Manager (Maternity Cover), Lansbury Bridge School:
<i>Salary:</i>	SCP 29 – SCP 31 (SO1)
<i>Hours:</i>	37 hours per week, full time, all year round.
<i>Responsible to:</i>	Headteacher, Deputy and Assistant Headteacher
<i>Responsible for:</i>	Administration & Clerical Staff
<i>Post Objective:</i>	To assist the Headteacher, Deputy and Assistant Headteachers with the school leadership and management in order to fulfill the aims of the school within the framework provided by the policies of the Governing Body and the Local Authority with regard to all statutory requirements.

Lansbury Bridge School aims to become a *Centre of Excellence* characterised by:

- Excellence of provision for those pupils who receive their education on the site of the school – a safe, secure and caring environment where expectations and achievements are high, and children and young people realise their full potential in all areas of their development: academic, physical, emotional, spiritual, moral, social and independence.
- An environment where pioneering approaches to teaching, learning and support for children with complex learning difficulties are developed and evaluated.
- The provision of training, advice, guidance and support, based on proven and effective methods, to colleagues in mainstream schools to support them in building their capacity to meet the needs of children with an increasingly broad range of additional needs.
- The use of PE, sport and physical activity to improve the health, behaviour, confidence and learning of the whole school community.

Business Manager, Lansbury Bridge School: Job Description

PRINCIPAL RESPONSIBILITIES

To assist the Governors and Leadership Team in fulfilling the aims of the school through the development, maintenance and implementation of systems for the efficient running of the school's financial and other resources, and by providing an efficient administrative service to the school.

KEY AREAS OF RESPONSIBILITY

FINANCIAL & RESOURCE MANAGEMENT AND CONTROL

Work with the Headteacher and Deputy Headteacher to allocate, control and account for those financial and material resources of the school.

Work with the Headteacher and Deputy Headteacher by providing data on cost efficiency relating to the running of the school and its premises.

To be responsible for the accounts and systems relating to the generation of income by the school.

To be responsible for the accounts and systems relating to the school fund.

To work with the Headteacher and Inclusion Co-ordinator to establish and implement effective financial controls and procedures to ensure school resources used for supporting inclusion are secure and used effectively, and that transactions with other organisations are fair and transparent.

To work with the Headteacher and Deputy Headteacher to establish and implement effective financial controls and procedures to ensure school resources used for community activities are secure and used effectively, and that transactions with members of the community are fair and transparent.

As directed by the Headteacher, prepare and present reports and evaluative data relating to the school's financial and resource management to the Headteacher, Governors, other members of the Leadership Team, school staff and the LA.

FINANCIAL SYSTEMS

To be responsible for the day to day management of the school budget, other ring-fenced budgets, and school voluntary funds, and maintenance of financial accounting systems in accordance with the LA and governing body financial regulations:

- Establish and maintain accurate financial records and be responsible for the security and access of such information
- Be responsible for ordering goods and services as and when required
- Be responsible for the raising of invoices and the control of debtors
- To receive incoming orders and purchases
- Be responsible for the verification of delivery notes
- To assist in the preparation of final accounts, annual accounts and annual budgets
- To effect bank and payroll reconciliation

- Be responsible for the payment of creditors in accordance with terms to maximise cash flow
- To confirm purchase orders in accordance with financial regulations
- To authorise bank payments
- To communicate with relevant external bodies with regard to financial matters as and when required
- To attend governors finance committee meetings as required
- Be responsible for the school cheque book and debit card
- Be responsible for the control of petty cash
- To complete all necessary LEA/non LEA returns.
- To monitor contracts, tenders and agreements for the provision of services.
- To be responsible for the day to day management of the Sports College budget, and the maintenance of the accounting systems in accordance with the LEA and Governing body finance regulations.

ADMINISTRATIVE SUPPORT

To be responsible and manage all matters relating to the school office.

To act as Systems Manager for the administration computer network, and be responsible for the development of the schools' computerized office systems including SIMS and FMS.

To oversee the completion of staff and pupil records and liaise with appropriate external bodies as and when required by the Headteacher.

To be responsible for the collation and administration of statistical data/returns for the LEA, DfE, and any other relevant body.

To ensure the school complies with data protection and copyright legislation.

To liaise as required with any outside agency on behalf of the school to aid in its efficient day to day running.

To carry out any general secretarial/administrative duties as required to ensure the smooth running of the school as directed by the Headteacher, including:

- Collection of money (eg relating to school educational visits, school dinners, charity collections)
- Maintain Attendance and Dinner Registers
- Check and classify non-attendance
- Run computerized attendance records
- Administer Petty Cash and Postage
- Deal with telephone / personal enquiries
- Open and distribute mail / e-mail
- Ordering and stock taking in relation to school uniform
- Bulk photocopying
- Copy typing
- Producing standard letters
- Inputting staff and pupil data
- Producing staff, class and pupil information, in report form
- Record keeping and filing
- Collating pupil reports
- Establishing and maintaining inventories of equipment and resources

- **Minuting meetings.**

On occasions, invigilate examinations.

Maintain the database of pupil records, signing pupils in and out, recording late arrivals, issuing dinner passes.

Deal with visitors to the school as and when required.

Organise and provide hospitality to visitors and for meetings.

Ensure school computer back up tapes are changed on a daily basis and are stored securely.

LEADING AND MANAGING STAFF

To lead and manage the administrative and clerical support staff including:

- Ensuring the appropriate distribution of work.
- Carrying out appraisals and identifying staff development needs.
- Implementing the school procedures for sickness absence.
- Carrying out Back to Work Interviews in accordance with the sickness absence procedure for designated staff.

Plan, deliver and evaluate training, advice, guidance and support to school colleagues, both teaching and other staff, to improve understanding and provision in relation to the school's financial management and administrative systems.

To work with the Headteacher, Deputy Headteacher and Assistant Headteacher:

- by promoting and developing good management practice, positive participation, effective communication and clear procedures;
- by participating in the school's arrangements for the appraisal of the performance of staff in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training;
- in the implementation of staff development policies appropriate to school with regard to the induction of new and newly qualified teachers and other staff;
- by demonstrating effective leadership through good professional practice;
- by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

PREMISES MANAGEMENT

- To be responsible for and manage the development of the lettings of school facilities for out of school use, with particular reference to the local community.

- To ensure all external users of school facilities comply with the school Health and Safety policy and how it relates to students, staff, visitors and contractors.
- In partnership with the Site Manager, liaise with outside contractors over the maintenance of the building and grounds.
- Liaise with Property Services, and other external agencies, contractors and suppliers.
- Manage and record the servicing of appropriate equipment in school, and ensure work is completed.
- To be responsible for and implement systems for recording income to school from lettings.
- To attend governors' Buildings and Premises Committee meetings as required

ACCOUNTABILITY

Promote a positive image of the school.

In relation to the Local Education Authority, and as directed by the Headteacher, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the school.

Keep up to date with national and local initiatives and ensure school provision reflects best practice.

GENERAL

All staff at Lansbury Bridge School are expected to take responsibility for the following:

- To be aware of school policies and play a full role in their implementation.
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
- Work collaboratively with all colleagues including Support, Therapy and Nursing staff.
- Expect and encourage high standards of behaviour.
- To comply with the Council's Data Protection Policy / legal requirements.
- To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

All staff are expected at all times to act in a manner as to justify public trust and confidence, serve the interests of Lansbury Bridge School, and uphold and enhance its good standing and reputation.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general

nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

The post is subject to Enhanced Disclosure.

March 2015

**PERSON SPECIFICATION & ELIGIBILITY CRITERIA FOR THE POST OF BUSINESS
MANAGER**

	CRITERIA	ESSENTIAL/ DESIRABLE	CRITERIA WILL BE MEASURED
A. <u>Education, Training and Work Experience</u>	To have worked for at least 2 years in an office environment.	E	A
	To have experience of Budget Administration.	E	A / I
	To have a further qualification in school financial management / administration.	D	A
	Evidence of sustained professional development.	E	A / I
B. <u>Skills and abilities</u>	The ability to:		
	Establish and implement effective controls, procedures and inventories to ensure school finances and resources are secure and used effectively.	E	I
	Negotiate on behalf of the school in relation to best value.	E	I
	Input, manage and present computerized data to support school management.	E	I
	Communicate effectively with staff, parents, Governors, the community and relevant external agencies.	E	I
	Relate to and work with others as a member of a team.	E	I
	Plan, deliver and evaluate training, advice, guidance and support to school colleagues, both teaching and other staff, to improve understanding and provision in relation to the school's financial management systems.	E	I
	To demonstrate a practical understanding of the use of SIMS Packages: FMS, Personnel and Attendance.	D	A / I
	To be proficient in Word Processing.	E	A / I
Prepare and present reports to Leadership Team and the Governing Body.	E	A / I	

<p>D. <u>Knowledge and Understanding</u></p>	<p>To be proficient with Microsoft Word.</p> <p>To be proficient with other Word Processing packages.</p> <p>To demonstrate an understanding of electronic data exchange.</p> <p>To demonstrate an understanding of confidentiality in relation to personal and financial information.</p> <p>To demonstrate an understanding of data protection and copyright legislation.</p> <p>To demonstrate an understanding of contracts, lettings & leaseings.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p>E. <u>Personal Qualities</u></p>	<p>To demonstrate strong interpersonal skills, in particular the ability to relate well to children and adults.</p> <p>Ability to lead and motivate staff and, when necessary, challenge underperformance.</p> <p>The ability to be an example of good practice reflecting the policies of the Governing Body.</p> <p>To demonstrate a high standard of professionalism and self-discipline.</p> <p>To demonstrate the ability to build and maintain professional relationships including with the local community.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>F. <u>Approach to work</u></p>	<p>Demonstrates a commitment to keep up to date with developments and innovations in relation to school financial management and administration – including participating in further training.</p> <p>Demonstrates a commitment to high quality and high standards.</p> <p>Demonstrates an ability to use initiative.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A / I</p> <p>I</p> <p>I</p>

