



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



**SCHOOL BUSINESS
MANAGER (PRIMARY)**

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF Hexham & Newcastle

JOB DESCRIPTION

Post Title: School Business Manager (Primary)

Reporting to: Headteacher

Job Purpose: To provide effective administration and support services to school including the management of information systems and the supervision and co-ordination of other support staff. To support the Headteacher, senior staff and the Trust including contributing to the financial planning and development of school support and business management services.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

1. To design and manage appropriate administrative systems and to support the work of senior staff as required.
2. To analyse and evaluate data and information on behalf of senior staff, for example pupil data.
3. To complete and submit information obtained from School Management information systems as required by the Trust, Local Authority and DfE, for example census and pupil data.
4. To assist senior staff to plan, develop and design administration monitoring systems, policies and procedures to ensure the efficiency and accuracy of pupil data.
5. To liaise with the Trust regarding requisitions and ensure that accurate records are kept in line with audit requirements, Finance Policy and Academies Financial Handbook.
6. To liaise with the Trust regarding monthly financial reconciliations.
7. To liaise with the Headteacher and Trust in relation to the school's compliance with the Scheme of Delegation, Financial Handbook and any other statutory guidance or best practice.
8. To liaise with Trust colleagues in relation to all Human Resource activities including recruitment, induction, payroll, safer recruitment, sickness absence and handling of personnel issues.
9. To assist the Headteacher in relation to admission and transfer of pupils including categorisation of applications, arrangement for appeals and related correspondence.
10. To receive enquiries made to School and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure they are dealt with effectively and efficiently.
11. To prepare on behalf of the Headteacher and senior staff letters in response to queries and requests for information.
12. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Headteacher and senior staff.
13. In the absence of the Headteacher, liaise with appropriate staff with respect of urgent business.
14. To maintain calendar appointments for the Headteacher and senior staff as required, including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed.
15. To provide administrative support duties to senior staff and Trust as required (including organising school visits and events).
16. To provide advice and guidance to the Trust and senior staff in relation to policies and procedures.
17. To undertake research and obtain information behalf of senior staff to assist with decision-making processes.

JOB DESCRIPTION

18. To assist senior staff with the promotion of the school and take a leading role where necessary and appropriate.
19. To co-ordinate and administer the letting of school facilities and liaise with Trust and senior staff regarding invoicing, risk assessments and contractual arrangements.
20. To assist the Headteacher, Trust and other staff in relation to capital projects.
21. To co-ordinate the management of school licenses and insurance as required.
22. To assist with the management of service contracts of senior staff and the Trust.
23. To assist senior staff to manage, monitor and plan expenditure from agreed budgets.
24. To minute and take notes of meetings as required by senior staff including where necessary committees of the Board of Directors.
25. To sort all incoming and outgoing mail and distribute across the school as appropriate.
26. To assist with pupil first aid and welfare, including looking after unwell pupils and liaising with parents and staff.
27. To support with the administration of medicine where appropriate.
28. Ensure an adequate level of supplies and stocks are available and place and receive orders as required by senior staff.
29. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
30. To supervise and manage other administration officers within school including the management of their training, development and performance in line with adopted processes.
31. Monitor work rotas and cover for other staff within the post holders remit to ensure an efficient service is available, and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability.
32. To coordinate health and safety audits and comply with Health and Safety policies, organisations statements and procedures, report any incidents, accidents and hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
33. To carry out your duties with full regard to the Trust Equality Policy.
34. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
35. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	NVQ level 3 / 4 in Administration, Business or equivalent	AF
EXPERIENCE & KNOWLEDGE	E2	Previous Administrative Experience	AF,R,I
	E3	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to senior officers	AF,R,I
	E5	Experience of managing budgets, invoice and ordering procedures	AF,R,I
	E6	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I
	E7	Previous supervisory responsibility including the monitoring or performance and development	AF,R,I
	E8	Ability to relate well to children and adults	AF,R,I
	E9	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I
	E10	Ability to train and motivate a team	AF,R,I
	E11	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I
	E12	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I
	E13	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I
	E14	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I
	E15	Proven ability to undertake effective research	AF,R,I
PERSONAL ATTRIBUTES	E16	Participate in development and training opportunities	AF,R,I
	E17	Ability to abide by Trust policies and procedure	AF,R,I

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
SPECIAL REQUIREMENTS	E18	Motivation to work with children	AF,I,R
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	R
	E20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I,R
	E21	Ability to access suitable reliable transport to meet the travel requirements of the post	AF,I
	E22	Suitability to work with children	R

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	Foundation Degree/NQV Level 4 or equivalent in Administration, Business, Finance or related field. Eg School Business Management	AF,C
EXPERIENCE & KNOWLEDGE	D2	Awareness of child protection issues	AF,R,I
	D3	Knowledge and / or experience of First Aid	AF,R,I
	D4	Experience of School Management Information Systems	AF,R,I
	D5	Previous supervisory experience	AF,R,I
SKILLS & KNOWLEDGE	D6	Willingness to support the Catholic Ethos of the School	AF, I

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
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Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



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