

## JOB DESCRIPTION

**Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

<b>Job title</b>	Assistant School Business Manager
<b>Responsible to</b>	School Business Manager
<b>Responsible for</b>	Apprentice
<b>Salary Grade/Range</b>	Grade 6 Points 17-22

### **Job Purpose:**

- To positively and actively contribute to whole school improvement, through effective management of the administrative, financial provisions within the school.
- To work with and support the School Business Manager with all aspects of finance.
- To positively and actively contribute to school finances, through effective management of financial provisions across all schools.
- To be responsible for the day-to-day management of the delegated school office, including supervision and instruction of administrative staff.
- To contribute to the development and implementation of School policies and procedures
- To organise, maintain and monitor schools finance and personnel systems ensuring effective delivery of service to school

### **Post Responsibilities**

#### **Governance**

- Work with the School Business Manager to ensure that support for governance is compliant, effective and contributes towards the school priorities.
- Ensure that effective communications are maintained with the Governing Body and clerk.
- Ensure that policy documents are uploaded to Governor hub in a timely manner for ratification at the relevant sub committee or full governing body meeting.

#### **Compliance**

- Update GIAS regularly to ensure the details remain accurate.
- Monitor compliance with regards to GDPR, HR, Health & Safety and LA requirements.
- Maintain a policy register for all non-HR related policies and procedures, ensuring that they are reviewed within the designated timescales and added to the website if required.
- Support in the maintenance and review of the school's risk register.
- Ensure that statutory policies and other statutory documentation are published as agreed and in line with statutory requirements.
- Support with the production of any annual reports as required by the School Business Manager.
- Liaise with the DPO to ensure that all data protection requirements are being met.
- Oversee the training of staff with regards to GDPR induction for new staff and annual refresher training.

- Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality, and data protection.

### **Financial Administration**

- Support the day-to-day financial management within school.
- Assist in the planning and prepare the annual budget in liaison with the School Business Manager
- Monitor income and expenditure, preparing overview reports and undertaking monthly reconciliations
- Monitor all budgets and ensure tight budgetary control, keeping the Subject Leads and School Business Manager informed of possible over / under spend and produce recommendations for effective remedial action.
- Manage earmarked funding streams and ensure such funds are properly accounted for
- Manage Service Level Agreements and keep such contracts under review to secure best value for the school in the areas of service contracts, capital projects and insurance policies.
- Ensure that efficient and safe routines are maintained concerning collection, security and distribution of cash.
- Oversee that the necessary licenses and permissions are obtained ensuring their relevance and timeliness.
- Maintain an up-to-date knowledge of school finance issues, statutory and legislative changes.
- Undertake termly annual checks on the schools safe and ensure that the safe is locked when not in use.
- Ensure compliance with the Schools Financial Handbook and assist in the effective management of complex financial administration procedures.
- Maintenance of accurate financial records and transfers using the schools' financial databases and systems
- Supporting the school in the management and maintenance of an asset management database
- Maximise income generation within the ethos of the school, including securing additional funding.
- Support with daily financial jobs including; ordering, processing of invoices and payment of suppliers

### **Central Services**

- Ensure the effective and efficient running of the school office
- Support the management of the administrative team including the development and implementation of recruitment, induction, performance management, training and mentoring of the Central Services Team
- Represent the Central Services Team at relevant meetings

### **Administrative Duties**

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required for governors
- Undertake word-processing and IT based tasks
- Produce and respond to correspondence
- Provide organisational and personal advisory support to other staff
- Manage administrative procedures
- Be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. DfE
- Oversee administration of school web site and text message service.

### **Resources**

- Support the school business manager in the selection and management of resources, including management of a budget and regular audit of resources.



- Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines, policies, etc.
- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising.
- Market and promote including the preparation and production of all school publications.
- Obtain the necessary licenses and permissions and ensuring their relevance and timeliness.

### **Staffing**

- Support with the management of the Central Services team on a day-to-day basis, completing induction and training of staff.
- Under direction of the School Business Manager, to oversee the work of the premises staff.
- Contribute to the monitoring and reporting of staff absence.

### **Premises**

- Oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use.
- Support the implementation of risk management and loss prevention strategies in the school to reduce insurance costs alongside the Facilities Management Team.
- Liaise with the Facilities Management team with regards to coordination of the school maintenance schedules, contributing to the development of work specifications.
- Support, manage and monitor contracts, procurement, tenders and agreements for the provision of services to the school, and ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety.

### **Responsibilities**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos and aims of the school, and following our trauma informed approach.
- Develop constructive relationships and communicate with other agencies and professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered at all times.
- Contribute to the overall aims and ethos of the school.

### **Other Duties**

- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.
- The postholder must comply with the Equal Opportunities Policy and Health and Safety Policy.

### **Safeguarding:**

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act 1974:**

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Health & Safety:**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

### **Confidentiality and Data Protection:**

- The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the school office.

### **Equality and Diversity:**

- Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development:**

- Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.



**Mobility:**

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**Additional Information:**

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER			
I can confirm my acceptance of the job description as outlined above			
Name			
Signed		Date	