

Holbrook Primary School - School Business Officer Job Description

Job Title: School Business Officer

Reports To: Head Teacher

Grade: Derbyshire Grade 7

Salary Pay Point Range: 8-11

Job Purpose

To manage the day-to-day administrative functions to support the smooth running of the school.

To adhere to financial regulations, health and safety, data protection and other legislation relevant to duties.

The School Business Officer promotes the highest standards of business ethos within the administrative function of the, ensuring the most effective use of resources in support of the school's learning objectives.

General Duties

Leadership & Strategy

1. Plan and manage change in accordance with the school development/strategic plan
2. Responsibility for all statutory and trust return requirements for each school

Financial Resource Management

1. Assist the School Finance Officer to evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Assist the School Finance Officer to use the agreed budget to actively monitor and control performance to achieve value for money.
3. In the absence of the School Finance Officer provide ongoing budgetary information to relevant stakeholders.
4. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered in the absence of the School Finance Officer.
5. Assist with providing information for costed proposals, recommendations or bids.

Administration Management

1. Manage the whole school administrative function including trips, admissions and attendance.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goal.
3. Manage systems and link processes that interact across the school to form complete systems.

4. Assist the Headteacher to define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Manage the preparation of information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

Human Resources Administration

1. In the absence of the School Finance Officer, manage the payroll services for all school staff including the management of pension schemes and associated services
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Assist the Headteacher in the management of recruitment, performance management, appraisal and development for all support staff
5. Monitor the relevant legal, regulatory ethical and social requirements and the effect they have on your school and staff
6. Ensure staff and governors have a clear understanding of the policies and procedures and the importance of putting them into practice
7. Monitor the way policies and procedures are actioned and provide support where necessary
8. Seek and make use of specialist expertise in relation to HR issues
9. Evaluate the school's strategic objectives and obtain information for workforce planning
10. Manage the schools single central record, including carrying out DBS and pre employment checks.
11. Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities.
12. Monitor and record Staff absence management, ensuring all return to work interview and trigger meetings are carried out in line with the schools procedure.

Premises Management

1. Support the School Finance Officer to ensure the supervision of relevant planning and construction processes undertaken in line with contractual obligations
2. Assist the Headteacher to ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. In the absence of the School Finance Officer ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations of outsourced school services
7. Assist the Headteacher to ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively

Health & Safety/Safeguarding

1. Work alongside the School Finance Officer to act as the schools' Health & Safety Coordinator and Fire Officer.
2. In the absence of a Site Manager/Caretaker, work collaboratively with the School Finance Officer and Headteacher to ensure that the Health & Safety tasks are completed.
3. In the absence of a Site Manager/Caretaker, work collaboratively with the School Finance Officer and Headteacher to ensure that fire practices and alarm tests are maintained and recorded.
4. Assist the Headteacher and School Finance Officer to enable regular consultation with people on health and safety issues
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive in the absence of the School Finance Officer
6. Assist the Headteacher to ensure the maximum level of security is consistent with the ethos of the school in the absence of the School Finance Officer
7. In the absence of the School Finance Officer, work alongside the SENCO and Head Teacher to seek and make use of specialist expertise to oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
8. Support the Headteacher (DSL) and Deputy Head (DDSL) with safeguarding issues, acting as DDSL in their absence.

Other

1. Carry out any other reasonable duties within the overall function, commensurate with the grade and level of responsibility of the post.
2. Maintain strict confidentiality relating to all school matters.