



## Job Description School Business Officer

**Post:** School Business Officer

**Salary Scale:** Grade 7, pay point 8-11 (£27,088-£29,062 FTE, pro rata for part-time and term-time only post)

**Location:** Marston Montgomery Primary School and Long Lane Church of England Primary School

**Responsible to:** Headteacher

**Hours per week:** 34 hours per week, across 5 days

**Weeks per year:** 41 weeks per year

### **Job Purpose**

To manage the day-to-day administrative, HR and Finance 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.

To work across other schools within the Trust (DDAT) as directed by the School and/or Trust.

### **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 school(s).

#### **Financial Resource Management**

1. Work with the central finance team to evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Use the agreed budget to actively monitor and control performance to achieve value for money
3. Provide ongoing budgetary information to relevant stakeholders
4. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
5. Assist with providing information for costed proposals, recommendations or bids
6. Monitor the effectiveness and implementation of agreements meeting regulations for tender and contractual arrangements



## **Administration Management**

1. Manage the whole school administrative function including trips –admissions and attendance.  
Maintain and update school systems which include MIS, HR platform, National College, CPOMS, Accelerated Reader and Parent Pay
2. Update student data on Arbor, the school management information system and check registers weekly for accuracy.
3. Complete administration tasks related to ParentPay, ensuring accuracy and timely updates.
4. Manage Cool Milk orders and maintain the school calendar.
5. Manage systems and link processes that interact across the school to form complete systems.
6. Assist the Headteacher to define responsibilities, information and support for staff and other stakeholders –
7. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
8. Establish and use effective methods to review and improve administrative systems.
9. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
10. Benchmark systems and information to assess trends and make appropriate recommendations.
11. Manage the preparation of information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines
12. Ensure the positive promotion of the school in the local community and beyond (e.g. advertisements for local papers / newsletters)
13. Create and publish engaging content on the schools' social media platforms.
14. Manage the school emails and liaise appropriately with a range of stakeholders.
15. Manage the website ensuring it is compliant and up to date
16. Regularly update and organise children's information folders.
17. File and analyse first aid forms and refill first aid kits as required.
18. Answer the telephone and greet visitors, providing a welcoming and professional front-of-house service.
19. Carry out additional administration tasks as requested.

## **Human Resources Administration**

1. 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 procedures comply with the appropriate policy
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. Provide leadership and direct line management for administrative, lunchtime playleaders and site staff
13. Monitor and record Staff absence management, ensuring all return to work interview and trigger meetings are carried out in line with the schools procedure, including where a phased return is required

### **Premises Management**

1. 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. 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. In liaison with the headteacher, act as the schools' Health & Safety Co-ordinator and Fire Officer.
2. In the absence of a Caretaker, work collaboratively with the Headteacher to ensure that the Health & Safety tasks are completed.
3. In the absence of a Caretaker, work collaboratively with the Headteacher to ensure that fire practices and alarm tests are maintained and recorded.
4. Assist the Headteacher to ensure the maximum level of security consistent with the ethos of the school.