

School Business Officer - Job Description

Job Title: School Business Officer

Reports To: Head Teacher

Grade: Derbyshire Grade 8

Salary Pay Point Range: 12-15

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).
3. With the headteacher, support and direct the work of the school business assistant.

Financial Resource Management

4. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
5. Use the agreed budget to actively monitor and control performance to achieve value for money in liaison with the Headteacher and Chair of Governors.
6. Provide ongoing budgetary information to relevant stakeholders.
7. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
8. Assist with providing information for costed proposals, recommendations or bids.
9. Monitor the effectiveness and implementation of agreements meeting regulations for tender and contractual arrangements.
10. Process orders on instruction from the Headteacher, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school.
11. Collection of income, banking and completion of financial returns.

Administration Management

1. Manage the whole school administrative function including trips, school meals 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.
10. Operate IT based administrative systems including maintaining the management information system (MIS) and word processing.
11. Maintain the school's inventory.
12. Receive visitors and ensure compliance with the School's Safeguarding Procedures.
13. Carry out routine administrative tasks including: record keeping, filing, photocopying, message taking, distribution of mail and dealing with enquiries
14. Provide the Headteacher with routine and adhoc reports.
15. Order and distribute school clothing.
16. Work with Information Technology and associated systems in compliance with the School's and Council's policies and procedures

Human Resources Administration

1. Manage the payroll services for all school staff including processing time sheets, payroll returns and the management of pension schemes and associated services
2. Process the administration concerning staff appointments, leavers and attendance procedures.
3. Ensure the school's equality policy is clearly communicated to all staff in school
4. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
5. Assist the Headteacher in the management of recruitment performance management, appraisal and development for all support staff
6. Monitor the relevant legal, regulatory ethical and social requirements and the effect they have on your school and staff
7. Ensure staff and governors have a clear understanding of the policies and procedures and the importance of putting them into practice
8. Monitor the way policies and procedures are actioned and provide support where necessary
9. Seek and make use of specialist expertise in relation to HR issues
10. Evaluate the school's strategic objectives and obtain information for workforce planning
11. Manage the schools single central record, including carrying out DBS and pre employment checks.

12. Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities.
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.

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. In liaison with the Caretaker/Headteacher ensure the maintenance of the school site including the purchase and repair of all furniture and fittings and maintain relevant documentation.
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
9. Manage the School's Lettings procedure.

Health & Safety/Safeguarding

1. Act as the schools' Health & Safety Co-ordinator and Fire Officer.
2. In the absence of a Site Manager/Caretaker, work collaboratively with the Headteacher to ensure that the Health & Safety tasks are completed.
3. In the absence of a Site Manager/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
5. Support the Headteacher/SENDSCO to 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.
6. Comply with all Health and Safety policies and legislation.

Other

1. Carry out any other reasonable duties within the overall function, commensurate with the grade and level of responsibility of the post.
2. In the absence of the Headteacher oversee the day-to-day staffing of MDS and cleaners.
3. Maintain strict confidentiality relating to all school matters.