ROCHDALE BOROUGH COUNCIL

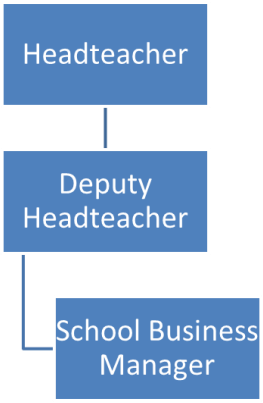
SCHOOL: Marland Hill Primary School

JOB DESCRIPTION

Job Title:	Business Level 2
Grade:	Grade 7 (SCP) 25-29
Responsible to:	**Headteacher**
Responsible for:	**Support Staff including lunchtime organisers and administration staff**
Hours of Duty:	**37 hours per week to meet the needs of the school** **All Year Round**
Any Special Conditions of Service:	• The postholder may be required to attend evening and weekend meetings • The school operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • **Annual Leave – All Year Round** – Annual leave will be approved in accordance with the needs of the school. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To be responsible for the planning, development and delivery of the support function for the school.

1. To play a key strategic role within school, with responsibility for management of finance, personnel, training and development of staff, estate management and strategic planning to ensure the school makes the best possible use of resources available**.**
2. To advise the Headteacher and Governing Board on policies and legislation in relation to any policy which comes under the remit of the postholder.
3. To provide business support to the Headteacher and Governing Board.
4. To be responsible for effective risk management, management of third party service contracts, and obtaining and maintaining necessary licenses and permissions.
5. To be responsible for the management of support staff across the school. Manage the school's support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
6. Arrange provision, analysis and evaluation of data and detailed reports and information to the Senior Leadership Team, the Governing Board and outside agencies in your area of responsibility and expertise.
7. Contribute to the development of policies for, and procedures relating to, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial
To work in accordance with Financial Regulations and procedures of the school.

To be responsible for the production, maintenance and monitoring of budgetary information, as well as cash handling.

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To operate general office equipment, ICT systems, including hard and software, and the orderly storage of stationery and office supplies.

To adhere to the school's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare
To be responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development
To be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's arrangement.

Relationships (Internal and External)

Internal:
1. School staff.
2. Senior managers.
3. Governors.
4. Volunteers.
5. Pupils.
6. Users of the School.

External:
1. Parents/carers.
2. Staff in other schools and within the LA.
3. Suppliers of equipment and services.

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

4. Ensure that the requirements of the school's scheme for Management of Schools is adhered to.

PRINCIPAL DUTIES

Finance

1. To provide advice to the Headteacher and Governing Board on financial policy and procedures and to contribute to the school financial policy and business plan.

2. To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately on any exceptional problems.

3. To be responsible for, and obtain agreement on, budgets and monitor these against budgets, and prepare regular management accounts for budget holders.

4. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Senior LeadershipTeam accordingly.

5. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting an annual review.

6. To be responsible for all accounting procedures and resolving any problems, including:
   a. The ordering, processing and payment of all goods and services provided to the school.
   b. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
   c. Maintaining an assets register.

d. Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

7. To prepare the final accounts and to liaise with the auditors.

8. To be responsible for securing bid-based competitive funds by effective use of bidding systems and contracts.

9. To be responsible for the negotiation, management and monitoring of contracts, tenders and agreements with the Department for Education (DfE) and other national bodies and external agencies for the provision of support service.

10. To purchase, either directly or indirectly, the school's energy supplies.

11. To be responsible for securing sponsorship funding using 'commercial flair' and developing contracts.

12. To prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.

13. To maximize income generation within the ethos of the school.

14. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.

15. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school, implementing the approved insurances and handling any claims that arise.

16. To be responsible for the arrangements for school facilities including: catering, transport including the minibuses and drivers, the school shop, bookings for school facilities, provision of facilities for additional tuition out of school hours.

17. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Board and outside agencies.

18. To support the procurement process, including securing appropriate service contracts, licences and insurance.

Personnel Management

19. To be responsible, where appropriate, for the line management, recruitment, professional development, appraisal and training of all support staff.

20. To formulate, monitor and implement the school's health and safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.

21. To act as the school's Health and Safety Co-ordinator and Fire Officer, including conducting risk assessments and taking proactive action to minimize hazards.

22. To be responsible for ensuring that new staff have DBS clearance, medical clearance and to ensure contracts of employment are issued.

23. To provide leadership and guidance for support staff including direct line management responsibility where appropriate for administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance staff, ground staff, cleaners and caterers.

24. To be responsible for the co-ordination of the administration for staff recruitment and ensuring that all staff records are kept confidential and secure.

25. To arrange supply staff, including undertaking vetting and authorising their timesheets.

26. To provide advice to the Governing Board in relation to personnel issues, in line with support from the Schools HR Advisory Service and Governors Service as appropriate on policies and procedures

27. Provide administrative and organisational support to the Governing Board and its committees.

Estate Management

26. To have agreed responsibility for
    - the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
    - co-operating with the Fire Service for the installation and maintenance of equipment for protection against and escape from fire, keeping records of and to initiate regular fire practices and alarm tests and ensuring emergency procedures are current and timely.
    - security of the school site.
    - the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage and ensuring the maintenance of boundaries, footpaths, roads and rights of way.
    - purchasing, repairing and maintaining all furniture and fittings.
    - health & safety issues specific to the school and how they relate to students, staff, visitors and contractors.
    - fire safety and the associated risks to the school through the process of risk assessment.
    - risk assessments and how to use them to establish hazards within the school and the associated risks involved.
    - the letting of the school premises to outside organizations and school staff, and for the development of all school facilities for out-of-school use with particular reference to the local community.
    - to understand the elements of a comprehensive emergency and recovery plan and be responsible for the operation of elements linked to resource management.
    - to implement risk management and loss prevention strategies within the school to reduce insurance costs.
    - to acquire and dispose of land and buildings as authorized by the Head and Governing Board. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the school architect.

Marketing

27. To promote the school to different audiences and raise the profile within the local community.

28. To liaise with local businesses and have responsibility for fundraising, grants, arranging vocational experience and joint projects.

Whole School Administration

29. To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.

30. To plan and develop administrative systems and processes to support the efficient running of the school and make best possible use of resources.

31. To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration of the accounting and record system, including desk top publishing. Acting as System Manager for the administrative computer network.

32. To be responsible for the preparation and production of all school records and publications, producing detailed reports and analysis of data.

33. To provide advice to the Headteacher and Governors on admissions and appeals policy and to develop a school admissions policy where applicable.

34. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

35. To act as a 'bridge' to facilitate closer working relationships between teaching and support staff.

36. To provide advice, administrative and organisational support to the Headteacher and/or Governing Board and its committees and to act as Clerk to Governors as the School Based Committee Clerk.

Additional Principle Duties

1. Contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, and providing input to the development/improvement plan.

2. To participate in training and other learning activities and performance development as required.

3. To attend and participate actively in meetings as required.

4. To appreciate and support the role of other professionals.

5. To recognise own strengths and areas of expertise and use these to support and advise others.

6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____