# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Business Manager

# SCHOOL: Wivelsfield Primary School

# LOCATION: Wivelsfield Green

# GRADE: Single Status 9-12

# RESPONSIBLE TO: Headteacher

# Purpose of the Role:

Responsible for all aspects of Financial Reporting, and Accounting, Facilities Management and managing the school’s business support functions.

**Key Tasks**

**Finance**

1. Responsible for financial planning of school budget, monitoring and reconciliation of budgets, preparation and reporting of financial returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.

**HR**

1. Responsible for ensuring recruitment and staffing matters are managed in accordance with regulatory and County Council Schools HR policy requirements.
2. Responsible for maintaining the single central record for all staff, volunteers and governors.
3. Provide guidance on HR matters, including local application of legal or policy changes.
4. Full line management of a team of office staff.

**Property**

1. Responsible for the facilities management of the school to ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety requirements.
2. Responsible for overseeing the day to day operational management of the ICT infrastructure.

**Procurement**

1. Responsible for contract management for the school, including procurement and contract monitoring against Key Performance Indicators.

**Communication**

1. Responsible for the delivery of the administrative support function within the school, ensuring pupil records are maintained, and management information, school records and publications are produced within required timescales and compliant with data protection legislation
2. Review relevant model policies that the school is adopting, adapting the policies to make them specific to the needs of the school.
3. Ensure all external communications are in line with local communication standards and reflect the ethos of the school.

**Additional responsibilities:**

The following additional accountabilities are required of the School Business Manager in this school:

1. Accountability 1
2. Accountability 2

**Addendums**

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| **The following Addendums apply:** | **Yes or No** |
| Full line management responsibility for a group of staff working across a range of functions, e.g. site management and office staff. | **Yes** |
| Complete IOSH training and responsible for undertaking risk assessments e.g. Fire regulations, Health and Safety regulations. | **No** |
| Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/contracts are completed, health and safety checks are completed, ensure payment is received. | **Yes** |
| Responsible for marketing the school, for example responsible for external communications relating to promotion of the school or selling services e.g. breakfast club, room letting, open days. Maintain external school website content and organise advertisements. |  |
| Lead the management of data protection procedures in the school and ensure that staff have access to appropriate guidance and training. Manage key data protection documentation, including the Register of Processing Activities, Data Asset Register, Privacy Notices etc and ensure that they are regularly independently audited. Support the DPO respond to FOI requests and subject access requests by ensuring requested information is provide to the DPO in a timely manner. Report data breaches to the DPO and assist them in subsequent investigations and post breach improvement strategies. |  |
| Be a member of the leadership team, contributing to decision making about the school strategy, taking responsibility for delivering specified initiatives and discreet areas of work to support the development and implementation of the school strategy. |  |

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| **Finance and Line Management Values:** | **Details:** |
| Manage budget (make decisions about spend and authority to commit spend) | £ per annum |
| Monitor budget | £ per annum |
| P-card or petty Cash holder | £ per month |
| Number of staff line managed (headcount) | 6 |
| Number of work locations staff line managed based at | 1 |

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Business Manager

# GRADE:

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to develop and maintain efficient administrative systems * Ability to analyse and interpret complex information, resolve problems and make recommendations * Negotiation skills * Ability to communicate with a wide range of audiences. * Able to converse at ease with customer and provide advice in accurate spoken English * Ability to work independently using own initiative, prioritise and manage own workload to meet deadlines. * Ability to provide appropriate professional challenge * Ability to support change management processes |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 2 qualification in Maths and English   Progression requirements:   * Level 6 diploma in School Business Management (leadership addendum) or assessed as competent against School business management competency framework at SBM level. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Hold or working towards QCF level 4 or above Diploma in School Business Management |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Budget management accounting and financial reporting procedures. * Developed knowledge of a range of computer applications including Microsoft Excel, Microsoft Word and use of databases for maintaining and extracting data. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of Schools Information Management System (SIMS). * Sound knowledge of the financial workings of a school, procedures and risk assessments relevant to a school environment * Contract management, procurement and supply procedure. * Knowledge of Health and Safety legislation * Knowledge of HR legislation |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of financial planning, budget monitoring, account reconciliation and financial reporting. * Experience of undertaking a range of administrative duties and office management. * Experience of managing a team staff, and use of HR procedures to support confidential and sensitive matters * Managing projects |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises. * Experience of ICT, Communication and Financial Systems Management |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Adaptable * Innovative * Organised * Personable * Commitment to personal development and willingness to undertake training |

# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * Demonstrate commitment to supporting children’s education and wellbeing |

**Date (drawn up):** May 2019

**Name of Officer(s) drawing up person specifications:** Ruth Wilson

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |