



USWORTH COLLIERY NURSERY SCHOOL

JOB DESCRIPTION

Job Title: School Business Manager

Grade: Grade 6 sp 22 - 25

Job Location: Usworth Colliery Nursery School

Directorate: Children's Services

Hours: 18.5 hours per week term time (40 weeks)

Responsible To: Headteacher / Governing Board

Purpose of Job:

To be responsible for :

- School and Childcare Financial Administration and reporting
- Resources and goods procurement
- Data Management
- Human Resources Administration
- Premises and Property Management
- Health and Safety Management.

Principle Responsibilities:

- Provide extensive clerical and administration support to the Headteacher.
- Providing support for pupils, staff and the whole school as outlined below.

Main Responsibilities:

Financial

- Supporting the planning, monitoring and evaluation of all the school budgets; providing regular updates/analysis/reports for the Headteacher and governors, including responsibility for compliance to complete and meet the Financial Values in Schools Standards.
- Being responsible for the management of expenditure from the school budgets.
- Order services, supplies and equipment required for school, including the issuing of invoices and the settlement of accounts.

- Managing the school's general financial administrative procedures, working within the SAP system, including completion of bills, invoicing and payment procedures for additional childcare and lunch monies.
- To be responsible for the regular audit of school assets and resources.
- To act as the Treasurer to the Nursery Fund.

School Administration

- To manage and supervise and the day to day operation of the school's admin system (SIMS)
- To assist the Headteacher, on request, in the preparation and production of school policies, publications and records.
- Take responsibility for completion and submission of complex forms, returns required by the Local Authority and outside agencies eg DfE, OFSTED.
- To be responsible for obtaining the necessary licences, subscriptions and insurances and ensuring their relevance and renewal.

Personnel and Staffing

- Be responsible for general personnel matters, including employment clearance for new staff, safeguarding, medical checks and payroll information.
- To maintain confidential staff records.
- To be responsible for the management of the Single Central Register.
- To monitor timescales and arrange statutory training for EYFS staff including First Aid, Paediatric First Aid, Safeguarding and Food Hygiene.

Premises Management

- To work with the Headteacher and caretaker to co-ordinate efficient operation of the school, the site and all facilities in line with health and safety regulations and risk management.
- To work with the Headteacher to prepare work specifications for tender and assisting with the selection of contractors.
- To support the Headteacher with the effective and timely procurement and implementation of service level agreements.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school including meetings of the governing body and senior leadership team.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Highly trustworthy.
- Able to meet deadlines and manage workload independently.
- Proven skills in office management, financial organisation and communication.
- Professional, polite and cooperative manner with all clients and colleagues. Building and maintaining successful relationships with pupils, parents/carers, staff and external agencies.
- Working collaboratively with colleagues as part of a professional team and carrying out the role effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve practice through participation in Continuous Professional Development processes.
- Having high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their education achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners, their safety and wellbeing.
- In line with the school's policies and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Council's Health and Safety Rules and Regulations and with Health and Safety legislation.

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 Headteacher

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