



Capel-le-Ferne Primary School

Job Description: Business Management – Level 1

Grade: Kent Range 8

Responsible to: Headteacher

Purpose of the Job:

Responsible for the planning, development, and delivery of the support function for the school.

Key duties and responsibilities:

1. Responsible for business and financial management of school resources, including the management of ordering, invoices received, payments and reconciliations. Be responsible for the administration of payroll systems. The post-holder will also work alongside School's Financial Services to provide the accurate information required to prepare the school budget and year end outturns
2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR, (including the Single Central Record and Employment Checks, School Communication Systems, Management Information Systems, and facilities management.
3. Contribute to the development of training programmes/learning opportunities and mentoring for the support staff that the post-holder line manages.
4. Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school.
5. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
6. Manage the procurement process, including securing appropriate service contracts, licences and insurance.
7. Contribute to the development of policies for school support function.

Individuals in this role may also undertake some or all of the following:

1. Management of facilities, including premises, lettings and liaising with external contractors
2. Prepare and submit bids for funding from outside agencies under the direction of the Head teacher

3. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
4. Line manage the clerical assistant and the site manager.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

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Person Specification: Business Management – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 Diploma (or equivalent) or either having or being willing to work towards the Certificate of School Business Management (CSBM).
EXPERIENCE	Significant experience in administrative / finance roles.
SKILLS AND ABILITIES	<p>Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.</p> <p>Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.</p> <p>Strong interpersonal and communication skills – written and verbal</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Thorough technical knowledge of day to day financial administration processes and protocols • Sound working knowledge of site, personnel and office administration and processes • High level IT skills • Assured manner. High level customer service skills and professional ethos • Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail • Initiative / proactive / 'can do' approach