

Stone Bay School



Assistant Business Manager Job Description and Person Specification

Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

Grade: **Kent Range 8 (FTE £28,995-£32,769)**

37 hours, Permanent, 52 weeks preferable

Responsible to: **Business Manager**

Purpose of the role:

To assist the School Business Manager (SBM) to provide a full range of finance and business support to the school.

Key duties and responsibilities:

1. Assist the SBM with business and financial management of school resources including budget and financial planning and advice to the senior leadership team, governing body and external agencies.
2. Assist the SBM with administrative support for HR, Finance and Facilities Management.
3. Assist the SBM and contribute to develop appropriate policies relevant to school support functions.
4. Assist the SBM with the implementation and maintaining of pupil and staff management information systems.
5. Line manages the school's administrative team including school reception and ensure policies and procedures adhered to.
6. Monitor employee absence and be responsible for implementing school absence policies. Produce absence reports for Leadership Team meetings and governing body.

7. Support the SBM with complex HR or Personnel issues.
8. Assist the SBM with the implementation of and maintaining school business management information system.
9. Assist the SBM with health & safety issues within the school, undertaking regular health & safety walks, updating site risk assessments.
10. Manage the school's Air BnB property – bookings, maintenance and record keeping.
11. Maintain schools Asset Register.
12. Manage and maintain the school Voluntary Fund, including preparing and organising annual external audit and providing quarterly reports to the Business Manager, Trustees and other stakeholders as required.
13. Develop income generating activities including preparation of and submission of bids for funding to external agencies.
14. Assist the SBM with onsite events.
15. Any other duties or tasks appropriate to the grade of the post assigned by the Headteacher.

Person Specification: Assistant Business Manager

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) with business administration, accountancy and finance knowledge / skills - willing to work towards the Certificate of School Business Management (CSBM).
EXPERIENCE	Significant experience working in administrative / finance roles.
SKILLS AND ABILITIES	<p>Requires skills for the motivation of staff, negotiations with suppliers, advice to the Senior Leadership Team and liaising with external bodies; deals with sensitive issues e.g. contracts, payroll, HR.</p> <p>Strong interpersonal and communication skills – written and verbal</p> <p>Ability to communicate a range of statistical and financial information both verbally and in writing with the senior leadership team and other staff.</p>

	<p>Positive “can do” attitude Initiative / proactive approach -</p> <p>Emotional Resilience, Forward thinking and solution focused</p> <p>Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail</p> <p>Assured manner. High level customer service skills and professional ethos</p> <p>Strong IT Skills- Keyboard skills applied with precision and speed</p> <p>Ability to prioritise own workloads and to work to deadlines is essential.</p> <p>Strong interpersonal and communication skills – written and verbal</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of business administration and finance sufficient to be able to maintain management information system, accounts, produce statistical & financial reports. • Must be aware of KCC Financial Regulations and understand other relevant school policies. • Knowledge of the freedom of information act and awareness of GDPR • Knowledge of a range of IT systems • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety • 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