St Paul’s Infant School



Kent County Council

**Job Description:** Business Management

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|  | **St Paul’s Infant School** |
| **Grade:** | **Kent Range 7 or 8 depending on qualifications and****experience** |
| **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
2. Assist the Headteacher in the preparation of the annual budget and any changes agreed to the three year budget plan; inputting, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
3. Prepare, implement and reconcile all financial transactions relating to the school’s income and expenditure to ensure compliance with legal requirements and accurate accounting and control of the school’s budget.
4. Format salary and project proposals in line with the school development plan for the Headteacher and Governing Body in order to co-ordinate an annual budget of income and expenditure for the school
5. Maintain and monitor all budgets and present regular management reports to the Headteacher, Governing Body and budget holders ensure efficient and effective control of income and expenditure in compliance with legal, local and national requirements
6. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
7. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
8. Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school.
9. Prepare and submit bids for funding from outside agencies under the direction of the Head teacher.
10. Arrange provision, analysis and evaluation of data and detailed reports and information, (using Excel and other appropriate programs) to the senior leadership team, the Governing Body and outside agencies as necessary.
11. Manage the procurement process, including securing appropriate service contracts, licences and insurance, ensuring best value.
12. Manage effectively the school’s personnel function. Manage the completion, recording and maintenance of all personnel/payroll documentation/records to ensure they comply with school procedures, KCC policies and legal requirements.
13. Manage recruitment processes in school in line with safer recruitment and safeguarding regulations.
14. Contribute to the development of policies for school support function
15. Management and organisation, including researching and booking CPD for staff in relation to the priorities of the school plan.
16. Management of facilities, including premises, lettings and liaising with external contractors.
17. Housekeeping across the school to ensure outstanding standards are maintained.
18. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
19. Lead small support staff team; the site manager and cleaners, including holding regular meetings and training, being responsible for their appraisal and ensuring that the school is safe and clean on a daily basis.

**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.

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**Person Specification:** Business Management

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.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Financial qualification e.g. Level 3 Diploma or equivalent. (Desirable but not essential)
* Having or willingness to work towards Certificate of School Business Management (CSBM).
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| **EXPERIENCE** | * Significant experience in administrative / finance roles is essential.
* Experience of working in a school is desirable but not essential.
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| **SKILLS AND ABILITIES** | * Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
* Keep detailed records of daily revenue and cash flow
* 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.
* Strong interpersonal and communication skills – written and verbal to negotiate and liaise with a range of stakeholders.
* Ability to meet demanding deadlines and work accurately under pressure.
* Leadership skills for a small team of support staff, guiding their work efforts toward the most efficient and profitable business solutions.
* Initiative and flexible approach to maximise applications
* Commitment to confidentiality
* Ability to work as part of an effective office team in a busy open plan office, to support in the smooth running of the school
* Honest and trustworthy
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| **KNOWLEDGE** | * 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 organisational & time management skills, ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail.
* Initiative / proactive / ‘can do’ approach.
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