

**Ursuline College**

**Job Description/Person Specification**

**Deputy School Business Manager**

**Responsible to:** Area Business Manger & Academy Principal

**Grade:** KR9

**Hours per week:** 37 (not including minimum of 30 minute daily lunch break)

**Weeks per year:** Full Time

**Main Purpose of Job:**

***Responsible for the policies, planning, development and delivery of all aspects of central administration, premises management, health & safety and other support functions as delegated within the school, line managing key staff to ensure they carry out their tasks in an efficient and effective manner***

General Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school.
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.
* To manage, monitor and control all budgets delegated to postholder.
* To provide effective support to and to deputise for the Area Business Manager in his/her absence in all other support staff functions, including finance, HR & payroll, catering, network infrastructure, admissions, publicity & marketing, whole school events.

**Specific Duties and Responsibilities:**

**Administration**

* To develop policies and procedures and effectively and efficiently manage the administration processes and office functions within the school.
* To undertake direct line management responsibilities for associated key staff to include recruitment, leading, motivating, managing and appraising, ensuring they possess the knowledge and skills necessary to carry out their tasks in an efficient and effective manner
* To prepare appropriate reports for Senior Leaders within the school, Multi Academy Trust & Governors
* To assist in the undertaking of all school reporting requirements, administration and necessary report production including, but not confined to, pupil progress / attainment reports and results, school and workforce census, option choices and student preferences
* To manage and/or undertake whole school administrative tasks as required to ensure the smooth running of the school central admin function
* To administer the ParentPay system,
* Administration of school trips (ParentPay, coach bookings, letters etc) including oversight of the Evolve process to ensure all trips are compliant.
* To coordinate all admissions processes for the school
* Oversight and coordination of all whole-school and other events (e.g. parent review evenings, options evenings etc.) and their evaluation
* To be the school day-to-day contact for catering services, quality assuring the provision and to liaise with the external contractor as necessary
* To provide support for staff in their daily use of SIMS
* To develop and manage all aspects of the schools’ commercial activities and maximise income opportunities through the profitable letting of the school facilities and to manage all aspects of the letting of school premises to external organisations.
* To be the point of contact for the administration of the Thanet Passport and School Games Organiser role.
* Under the line management of a named SLT member, to oversee the school’s website and ensure that statutory compliance is maintained.

**Premises**

* To develop policies and procedures and effectively and efficiently manage all aspects of the maintenance, caretaking and cleaning activities of the school to ensure the safety, security and sound condition of, and ease of movement around, the buildings facilities and grounds and that the needs of the school are met at all times.
* To undertake direct line management responsibilities for the caretakers and cleaners, to include recruitment, leading, motivating, managing and appraising, ensuring they possess the knowledge and skills necessary to carry out their tasks in an efficient and effective manner.
* To ensure that the premises are properly prepared for all events, functions, lettings and other occasions within the school calendar
* To ensure the security of the school at all times and ensure access as necessary. This may involve out of hours calls to attend site.
* To prepare appropriate reports for Senior Leaders within the school, Multi Academy Trust & Governors
* To be the school day to day contact for services provided by external contractors, quality assuring the provision and to liaise with the external contractors as necessary.
* Negotiate, manage and monitor the execution of works and/or the procurement of goods and services where necessary, ensuring the principals of best value are achieved and school procurement policies are followed.
* To manage, monitor and control the premises budget.

**Health & Safety**

* To develop, manage, implement and monitor appropriate policies, processes and risk management activities relevant to Health & Safety within the school
* To prepare appropriate reports for Senior Leaders within the school, Multi Academy Trust & Governors
* To provide appropriate training, as required for posts, including but not limited to manual handling/basic COSHH and working at heights
* To act as “Responsible Officer” in respect of all aspects of health & Safety, ensuring that all statutory reporting and testing is completed and acted upon.
* To manage all aspects of first aid provision and accident reporting within the school
* To undertake first aid duties as required. This will require a first aid at work qualification which the incumbent must hold or work towards on commencement of employment
* To develop and implement a staff health and safety committee to look at Health and Safety across the school.

**Cover**

* To oversee the Cover Co-ordinator/Supervisor and assist as necessary with organising daily cover arrangements.

**Other**

* To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
* Support other areas of the school in any task necessary to ensure the smooth running of the school.
* To be responsible for your own continuing self-development, undertaking training as appropriate.
* Any further duties that the Academy Principal, Area Business Manager, Line Manager or other senior leader in the school may designate, which are commensurate with the grade of the post.

## PERSON SPECIFICATION

**Assistant School Business Manager**

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| **Criteria** | | Essential / Desirable | |
| **Skills, Knowledge & Abilities** | Good communication skills with ability to communicate effectively across the organisation  Ability to organise, manage and prioritise own workload effectively  Ability to remain calm under pressure, to prioritise work and to work using own initiative  Ability to work as part of a team.  Ability to adapt to an ever-changing environment  Suitable to work with children and relate to them, in particular 11-19 yrs age group.  Exhibit flexibility, resourcefulness, initiative, adaptability and confidence  Awareness & understanding of Health & Safety regulations  Health Safety and First aid at work qualifications or a willingness to work towards qualification  Working knowledge of Data Protection Act & GDPR regulations | ****  ****  ****  ****  ****  ****  ****  ****  **** | **** |
| **Previous Experience** | Excellent record of punctuality and attendance  Excellent I.T Skills, with proven competency in the use of Microsoft WORD and EXCEL  Ability to investigate queries and anomalies as required  Experience of providing a quality customer service  Experience of working in a busy environment  Experience of using SIMS | ****  ****  ****  ****  ****  **** |  |
| **Qualification/ Training** | Good standard of Literacy & Numeracy and relevant Level 2 / 3 qualifications  Health Safety and First aid at work qualifications or a willingness to work towards qualification  Willingness to undertake further training as required. | ****  ****  **** |  |
| **Other** | Flexible approach to working hours to meet the needs of the organisation | **** |  |