

ALL SAINTS CATHOLIC HIGH SCHOOL

Job Description

Business and Finance Manager

Grade: Admin Level 6

Post Reference: JT 16.3

Responsible to: Head Teacher

MAIN PURPOSE

Strategic management responsibility for effective whole school administration and organisational support services. Responsible for all financial processes, specifically budget preparation and management. Responsible for human resources, PFI liaison (including project management), health and safety and security. Line management responsibility and an active member of the Senior Leadership Team (SLT).

The post holder will be expected to fulfil and uphold the school's mission statement.

MAIN DUTIES

Administration

Responsible for the planning, development, design, organisation, monitoring and effective management of support services and whole school systems, procedures and policies.

Determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information.

Strategic responsibility for the design and effective operation of all administrative and human resource procedures reflecting the Catholic ethos of the school, creating a welcoming atmosphere.

Responsibility for the administration of staff absence systems and staff attendance

Responsible for the organisation and management of the cover system making appropriate and cost effective use of the cover supervisors and supply staff.

Responsible for the submission of returns and relevant information, as determined by the Head Teacher

Development and ongoing monitoring of all management information systems.

Strategically responsible for the administration of Single Central Register and associated safeguarding procedures.

Management responsibility for the commissioning and effective operation of an appropriate payroll system.

Management responsibility for administration concerning health & safety and risk assessments.

As a member of School Leadership Team take an active role in planning and decision making for the school and assist the Head Teacher in their duty to ensure that the school meets its educational aims.

Management of relevant SLAs/contracts in relation to provision of services and presentation of recommendations as a result of ongoing monitoring and evaluation of contracts to SMT/Governing Body.

Responsible for administration involving Human Resources

Ensure that there is an effective marketing and communications strategy for the whole school

Organisation

Strategic responsibility for the development and implementation of policies and procedures across the school.

Identify the need for and be responsible for securing appropriate licenses and insurance.

Ensure that changes in statutory information are communicated to the Head Teacher and Senior Leadership Team, in relation to finance, H&S, staffing and other school operational areas.

To manage and resolve telephone and face to face enquiries in accordance with school policies and procedures.

To ensure the organisation and provision of examination invigilation.

Strategically responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents/carers etc. including insurance and risk assessments.

Financial and Resource Management

Responsible for the strategic management of all financial planning and budgeting across the school, ensuring the effectiveness of administrative processes and compliance with financial regulations.

Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.

Use the agreed budget to actively monitor and control performance to achieve value for money, identifying causes of significant variances and taking prompt corrective action.

To lead the management of premises ensuring major building works and projects e.g. new developments including the development of work specifications and service contracts, are delivered in line with agreed timescales and costs.

To liaise with the PFI team to ensure effective facilities for learning are available to the school at all times.

Strategic responsibility for the management of the ICT network, ensuring all systems and IT resources are fit for purpose.

Responsible for the establishment and maintenance of appropriate external links to secure partnerships.

The preparation and submission of bids for financial grants where appropriate.

Preparation of expenditure reports and estimates on development projects.

Responsible for the review of Support Staff structures.

Responsible for procurement procedures.

Management of Health and Safety, including fire safety procedures in the school.

To offer financial training, advice and support to all budget holders and the Governing Body in accordance with financial regulations.

Support for the School

To contribute to the development of staff through INSET provision, CPD and staff induction.

Ensure staff are aware of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection

Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school's Catholic ethos, aims and improvement plan by building positive relationships and by taking a lead role in the development of the culture across the whole school involving all stakeholders.

Work as part of a team through effective leadership and management, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including, obtaining professional qualifications and performance management as required.

Contribute towards the relevant aspects of the School Improvement Plan (SIP) and the Self Evaluation Form (SEF).

Actively involved in the coaching, mentoring and shadowing of colleagues from other schools, professions and authorities to develop and share best practice.

To represent the school or secondary sector on working groups, forums, committees etc. both locally and regionally as appropriate and as agreed by the Principal.

Line Management

Overall management responsibility for support staff including performance management, attendance, training and development.

Responsible for the creation and implementation of recruitment/induction/appraisal/training and mentoring for support staff.

Responsible for the effective communication with all support staff, holding regular team meetings with managed staff.

Represent support staff at relevant meetings.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

Professional Values and Practice

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Several years experience of working in an office environment at a management level.
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.
Appropriate knowledge of First Aid.
Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.
NVQ Level 4 or Degree or equivalent qualification or experience.
Diploma in School Business Management.
Requirement to complete Support Staff Induction Programme.
Requirement to complete Appointed Persons First Aid at Work training.

Date Issued:

Line Manager Signature:

Employee Signature:
