

# Recruitment

## Advert, Job Description and Person Specification



### ADVERT

Job title	:	School Business Manager
Grade	:	SO1 – SO2 – Negotiable for right candidate
Hours	:	35 hours per week – Term Time plus two weeks
Responsible to	:	Headteacher
Location	:	Clara Grant Primary School, Knapp Road, London E3 4BU

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Clara Grant Primary School is an exciting place to learn and work in. We are a school with high expectations and aspirations for all our pupils. Clara Grant is a happy, caring, and aspiring learning community that nurtures all pupils to achieve to be the best they can be.

We seek to appoint an experienced and talented School Business Manager who is looking for an opportunity to further develop their skill set; and be part of an innovative and forward-thinking team.

You will need to be a leader who:

- Keeps pupil achievement and well-being as their core priority
- Is both strategic and hands-on, with substantial proven success in business management
- Is dynamic and motivational, maintaining and strengthening the standards of our team
- Is committed, creative commercially minded and astute who will make a valuable contribution to leading the provision of high-quality teaching and learning in the school.

Liaison with parents and outside agencies will be an important aspect of the role as we continue to develop an inspiring learning community.

The school is committed to professional development and equality for all staff and will provide a high level of induction and training for new staff members.

We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.

Advertisement date	:	Wednesday, 19 October 2022
Closing date	:	Wednesday, 9 November 2022
Interview date	:	TBC
Start date	:	1 January 2023

# **JOB DESCRIPTION**

## **GENERAL RESPONSIBILITIES**

- To assist the Headteacher with all aspects of the management and administration of the school.

## **SPECIFIC RESPONSIBILITIES**

- Direct supervision of clerical staff.
- Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder, and employees will be expected to carry out such other reasonable duties which may be required from time to time.
- Manage the school office and reception staff, allocating and delegating work to the team as and when required. Informing the Head Teacher and Senior Leadership Team of important issues concerning these matters as and when they arise.
- To manage the provision of secretarial and administrative support to the Head Teacher and Senior Leadership Team (e.g., maintaining the single central register and MIS data system INTEGRIS)
- To provide a professional and friendly approach, along with a front-line service with all staff, parents, pupils, Governors, Local Authority Officers/agencies, and all visitors.
- To oversee the administration of staff absence, school meals, attendance, safeguarding/children missing in education, pupil admissions and transfer procedures.
- To be responsible for ensuring that health and safety requirements are met in line with legislation, regulation, and codes of practice requirements.
- To manage the completion of forms to the LA, D of E, and any other relevant body e.g., Census, pupil numbers, attendance etc.
- To manage the provision of general word processing, including letters, minutes, policies, reports, educational advice, and annual reviews.
- To attend relevant training sessions and office manager meetings to cascade such information to other team members.
- To support the arrangements for a variety of services provided through PFI and G4S contracts and SLAs ensuring value for money for the school.
- To manage the production of the weekly newsletter and Heads up
- To manage relevant school information on the school website.
- To assist in the whole process of staff recruitment and personnel systems
- To manage the door entry system
- Ensuring the entry key fobs are working, all staff have fobs and appropriate access as well as reporting any faults to the appropriate person.
- To support the school's administrative arrangements to ensure maximum effectiveness and appropriate responsive support to teachers.
- To provide an office based financial services using relevant school procedures.
- Ordering and processing payment for all goods and services provided to the school.
- Support the Trust's Central Finance Team with monitoring school budgets and maintaining accurate financial information
- To manage GDPR and liaise with the school's DPO. Manage and maintain confidential staff records ensuring that these records are updated in a timely fashion.
- To provide and maintain all school resource efficiently.
- To carry out other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Headteacher, Senior Leadership Team and Trust Executive's

# PERSON SPECIFICATION

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the Boleyn Trust. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

CRITERIA	METHOD OF ASSESSMENT
<b>Knowledge:</b> High level school systems, word, excel, SIMS/INTEGRIS, High level of literacy and numeracy, Knowledge and understanding of how school administration works.	Application Form/ Interview/ Certificate/Test (delete as applicable)
<b>Qualifications:</b> Good competency in English and Maths and other school relevant qualifications and training.	Application Form/ Interview/ Certificate/Test (delete as applicable)
<b>Experience:</b> Experience of work within a school administrative area including HR and basic finance functions, Experience of IT programmes, and Experience of working in a multi-agency environment	Application Form/ Interview/ Certificate/Test (delete as applicable)
<b>Skills and Abilities:</b> To be able to produce accurate oral and written reports, to be high skilled in the development and use of spreadsheets, to be able to input, use and manipulate data, to use IT to its maximum capacity within an administrative setting, to be able to prioritise own work and the work of others, and To take initiative and promote team co-ordination.	Application Form/ Interview/ Certificate/Test (delete as applicable)
<b>Personal Style and Behaviour:</b> Approachable, Discreet, Able to hold confidential information, A Team player, somebody who is willing to take initiative, Excellent oral communication skills, Honest, and Reliable.	Application Form/ Interview/ Certificate/Test (delete as applicable)
<b>Other Special Requirements:</b>	Application Form/ Interview/ Certificate/Test (delete as applicable)