



## Job Description

<b>Post:</b>	School Business Officer
<b>Grade:</b>	Level 2 SCP 15 – 22 ( <i>dependant on experience</i> ) Starting salary £14,486.77 per annum, pro rata (FTE £23,541)
<b>Location:</b>	Pilgrim Pathways School, Fulbourn, Cambridge.
<b>Start Date:</b>	As soon as possible.
<b>Hours:</b>	Full time, 5 days per week. Term time only
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Headteacher

### **Job Purpose:**

To work with the Headteacher and the Management Committee as a member of the Extended Leadership Team (ELT). Contribute positively and take responsibility for school strategic priorities. Support the leadership of business areas of the school including finance, HR, data and ICT and any other business functions as directed by the Headteacher.

### **Main accountabilities**

#### **Management Support:**

- To lead on the daily management of finance, HR, ICT, general school administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function;
- To support the Headteacher in ensure meetings and events are properly planned and arrangements co-ordinated, in particular the Management Committee;
- To minute take, ensure records of meetings are effectively recorded and necessary follow up action undertaken;
- To use and maintain the Council's databases, including finance systems such as ERP, and information systems to produce reports, presentations, undertake analysis and provide recommendations for action;
- To lead on data protection ensuring staff are all aware and kept up to date on current policies and requirements;
- To assist with the monitoring of Council and Service policies & procedures and contribute to the development of the service and promotion of initiatives (including creating presentations, marketing, promotional and learning/training materials);
- To liaise with the Clerk to Governors to ensure record keeping and management effective.
- To oversee the schools Single Central Register (SCR);
- To advise and inform others on matters relating to own job or section or directorate;
- To attend fortnightly Extended Leadership Team (ELT) meeting, as and when required.

#### **Office Support:**

- To manage the administrative functions, including the administrative ICT facilities, records and telephones;
- To provide timely and effective administrative and secretarial support to the Headteacher and staff of the Pilgrim Pathways School;
- To respond to queries, liaising with the Headteacher, Teachers in charge, staff, parents, schools other agencies and departments to ensure all advice and communication (telephone, letters, emails, face-to-face, speeches) is delivered to County Council standards and regulatory guidelines;
- To be responsible for overseeing document & data management (paper and electronic), including filing and distributing documents, and maintaining data protection regulation compliance across the whole school (GDPR);

- To oversee the collection, collation & manipulation of a wide range of information using CCC information systems, to generate reports, prepare letters, memos and documents;
- To ensure that all employees are conversant with, and competent in, using specific systems, procedures and packages;
- To assist with the organisation, co-ordination and delivery of facility and service management;
- To undertake general clerical & administrative tasks and support the team and service as required;
- To update the school website, as required.

#### **Finance:**

- To assist with monitoring and/or management of budgets in accordance with County Council financial processes, systems and instructions;
- To prepare for approval by the Headteacher and Governors the monthly and annual estimates of income and expenditure;
- To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors;
- To undertake financial support duties as required to support the efficient delivery of services
- To monitor all accounting procedures and resolve any problems, including:
  - The ordering, processing and payment for all goods and services provided to the school;
  - Maintaining, monitoring and reviewing an Assets Register;
  - Interrogate, process and maintain financial information – making recommendations for appropriate action;
- Preparation of invoices and collection of fees and other dues;
- To maximise income generation within the ethos of the school;
- To ensure that County Council financial processes and systems are complied with.

#### **Personnel Management:**

- To be responsible for general personnel matters and safeguarding, including the clearance of new staff – DBS checks medical checks and to issue contracts of employment;
- To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential;
- To be responsible for the recruitment, professional development, performance management/appraisal and training of support staff;
- To be responsible for all staff contracts and co-ordinate the administration for teacher recruitment;
- To be responsible for the management of the Single Central Record (SCR);
- To be proactive in engaging and supporting staff beyond the direct interactions the role generates.

#### **Data Management:**

- To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system;
- To act as correspondent for the Department for Education and to be responsible for the records and returns required in relation to finance, HR and Census.

#### **Health & Safety:**

- To be responsible for the maintenance of the school owned buildings, the preparation of maintenance schedules and the efficient operation of school associated facilities on the site;
- To ensure the maintenance of a healthy and safe working environment;
- To take action to reduce the risk to self and others;
- To complete staff risk assessment, as directed by the Headteacher.

#### **Other Specific Duties:**

- To attend all relevant Governor's committee meetings advising Governors and liaising with the Clerk to the Governors as appropriate;

- To review all policies and procedures in areas of school activity other than teaching to make recommendations for change, implement agreed changes and keep future effectiveness under active review.