

New

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

Job title:	School Manager	
Directorate:	[School name - amend as appropriate]	Queensbridge
Reporting to:	Headteacher	
Grade:	PO4	8.15 - 4.30

## Job description

- Purpose of the post:
- To organise, maintain and monitor the school's financial and personnel systems and to manage office functions to ensure an effective service to the School.
  - To line manage administrative and ancillary staff, including the commissioning and delegation of relevant activities. To be an active member of the School's management team.

- Main duties and responsibilities:
- Leadership and Management:**
- Act as a member of leadership and management team offering financial and personnel support and advice as required.
  - Improve and develop financial statements, forecasts and best value procedures.
  - Attend finance and staffing committee meetings to provide information as required including annual budget statements, CFR Return, financial summaries and the statement of internal control.
  - Line management of administrative and ancillary staff including assisting in the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for these staff.

- Finance:**
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
  - Monitor the weekly/monthly expenditure and advising the Headteacher/finance committee of possible under and over spending whilst providing options for varying expenditure.
  - Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
  - Preparing work specifications for tender and assisting with the selection of contractors.

- Preparing and maintaining reports, records and accounts as required in conjunction with the school's computerised accounting systems.
- Ensure the proper collection, reconciliation and banking of any monies received by the school.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Manage procurement and be responsible for securing relevant sponsorship.
- Maintain an assets register and inventory.
- Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implement the approved insurances and deal with any claims that arise.

### **Personnel:**

- Be responsible for the effective operation of payroll systems.
- Be responsible for the completion of all new starter paperwork and other documents relating to staff employment.
- Maintain and update personnel database.
- Liaise with the Headteacher on personnel issues.
- Complete and submit monthly timesheets for staff and supply teachers.
- Be responsible for school personnel administration.
- Liaise with external organisations to ensure that appropriate clearance for new staff is received e.g. medical checks and CRB.
- Be responsible for the maintenance of confidential staff records.

### **Estate Management:**

- Oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- Implement risk management and loss prevention strategies in the school to reduce insurance costs.
- Co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Keep records of and initiate regular fire practices and alarm tests. Ensure emergency procedures are current and timely.
- Organise the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage. Ensure the maintenance of boundaries, footpaths, roads and rights of way.
- Co-ordinate the purchase, repair and maintenance of all furniture and fittings.
- Develop work specifications and manage service contracts.
- Be responsible for the management of Health & Safety within the school.

### **Administration:**

- Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- 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, including desk top publishing.
- Provide for the preparation and production of all school records and publications.
- Maintain Pupil Records.
- Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

### **General:**

- Comply with and assist with the development of 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 differences and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **General requirements:**

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title: **Bursar**

## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. Qualification or equivalent experience in a relevant discipline. NVQ level 4, or Degree or equivalent qualification.	✓	
<b>Experience</b>		
2. Support and demonstrate commitment to the vision of the primary school.	✓	
3. Support the Headteacher in the management of change and improvement in pursuit of strategic objectives.	✓	
4. Prioritise, plan, organise, direct and co-ordinate the work of others build; support and work with high performing teams.	✓	
5. Work as part of a team.	✓	
6. Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out. Set standards and provide a role model for pupils and staff.	✓	
7. Seek advice and support when necessary.	✓	
8. Deal sensitively with people and resolve conflicts.	✓	
9. Commitment to equal opportunities.	✓	
<b>Knowledge</b>		
10. Full working knowledge of relevant polices/codes of practice/legislation.	✓	
11. Several years experience working in an office environment at a senior level.	✓	
<b>Skills</b>		
12. Open minded and receptive to new ideas, approaches and challenges.	✓	