

JOB DESCRIPTION: Business and Administration Manager Grade J

37 hours per week – term time only plus two weeks

June 2022

RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL

We are committed to:

- **Setting and achieving challenging goals.**
- **Developing, inspiring and motivating effective teamwork**
- **Raising standards and meeting the needs of all learners**
- **Communicating our vision for future school improvement to a wide range of stakeholders**
- **Developing and strengthening partnerships through active collaboration.**

Job Purpose

To provide an effective and efficient administrative service to the Headteacher and the School. The post holder will have responsibility for the line management of the Site Manager, Network Manager and other administrative staff, with significant responsibility for monitoring the school budget, administration and school site. They will take a lead role in personnel matters and manage all contracts for the school (for example, catering, lettings, building work, etc)

Key Accountabilities

- To provide whole School Financial Management, including monitoring reports, forecasts, reporting to Governors, banking, ordering, checking staffing
- To review and assess school priorities for planning, preparing and forecasting the school budget
- To take an active role in the school's financial growth, including income generation through contract co-ordination and lettings management as required
- To be responsible for the maintenance and development of the school's Management Information System, liaising with colleagues and the provider as appropriate
- To liaise with transport providers regarding contracts, travel passes etc
- As Health and Safety Officer, be responsible and accountable for all premises matters, including lettings, through consultation with headteacher, ensuring effective risk management
- The management and monitoring of whole school policies, including statutory ones for the school website
- To lead on the development of administrative and financial systems
- To be responsible for staff absence management reporting and returns
- To adhere to data protection legislation, acting as Data Protection Officer
- To maintain confidentiality as detailed in procedures

- To be responsible for promoting and safeguarding the welfare of children and young people at all times

Main responsibilities

- To be responsible for setting and monitoring the school budget
- To manage relationships with Traded Services
- To line manage the Site Manager, Network Manager and administration staff to ensure effective performance of duties.
- To provide relevant training and support to staff as relevant to the role (including Health and Safety, use of the MIS, etc)
- To participate in training and other learning activities and performance development as required.
- To attend staff meetings and training days as required by the Headteacher.
- To communicate information to the Headteacher, governing body, senior leaders and other staff as required. This will include attendance and participation at governing body meetings.
- Responsibility for the organisation of evening events, such as the annual Presentation Evening
- To keep all school documentation, publications and policies up to date and accurate
- To carry out any other duties within the overall function of the role which are commensurate with the grading of the post, including supporting colleagues with relevant aspects of their role

Additional duties and responsibilities may be negotiated to reflect the strengths of the person appointed.

The job description will be reviewed annually in light of personal development objectives and School priorities.

Upper Wharfedale School is committed to safeguarding and promoting the welfare of our students and young people. We have robust Child Protection and Safeguarding policies and all staff will receive training relevant to their role throughout their employment. We expect all staff to share this commitment, and this post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children