

WARWICKSHIRE COUNTY COUNCIL
PAY AND CONDITIONS REVIEW PROJECT – PHASE 2
ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE: ADMIN MANAGER / BUSINESS MANAGER / OFFICE
MANAGER / BURSAR**

(mainly in primary / early years)

JEID REF: S0061

POST LEVEL :

BROAD DESCRIPTION:

Responsible to the Headteacher for the organisation and management of the whole school's administration, including finance, personnel, health and safety and premises. Contribute to school planning and development, manage and monitor the support service and associated staff.

Responsibility for people (other than employees supervised/managed): The post has considerable indirect impact on the well-being of individuals or groups (ie physical, mental, social, health and safety) through contributing to the development of school policies and delivering a service to SLT.

Responsibility for staff: The post has direct responsibility for a small team of staff, including their recruitment, performance management, supervision, work allocation, checking work.

Responsibility for budget: The post has responsibility to the Head for accounting for the school's budget and contributing to (advising and guiding) the school's budget setting and monitoring, ensuring effective spend.

Responsibility for physical resources: The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

Responsibility for safeguarding: Contribute to establishing and maintaining a culture of safeguarding children. Contribute to the school's statutory duty to safeguard and promote the welfare of children. An enhanced DBS check with Barred List check is mandatory for this role.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:

Planning and development:

Contribute to the school's development and involvement in change management processes. Responsible for planning, developing and implementing support systems/procedures/policies.

Office/Admin:

Ensure the effective management of office routines and systems, instituting changes as necessary. Manage complex administrative procedures and queries/enquiries. Produce and respond to complex correspondence.

Finance:

Manage and ensure efficient operation of the school's accounting function according to agreed procedures. Prepare annual estimates and regular reports on income and expenditure, monitor accounts against budgets and report on the financial state of the school to the Governors. Prepare costings in order that decisions on the composition of the final budget can be made. Provide financial management information to and advise SLT. Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparation of invoices, collection of fees, recovery of bad debts. Closedown accounts and liaise with WCC Audit or external auditors. Prepare financial returns for DCSF, LA and other agencies within statutory deadlines. Be point of contact with regard to grant applications, gifts and other donations.

Management information:

Manage all data collection and reporting – to Headteacher, Governors, LA,, DCSF etc. Take a lead role in developing management information systems and the use of appropriate software, ensuring their appropriate implementation and maintenance.

Health and Safety

Act as the school's H & S co-ordinator

Premises:

Liaise with LA on major property or structural issues.
Liaise with outside contractors, request, evaluate and award tenders for major repairs and maintenance of school premises.
Liaise with caretaking staff re general maintenance & oversee work.
Manage maintenance budget .
Control of letting of school premises to outside bodies, including publicity to maximise income.
Manage budget for cleaning and caretaking staffing costs, including authorising claims for overtime.
Manage site security, site maintenance and the efficient operation of all facilities, including liaison with caretaking staff
Oversee purchase, repair and maintenance of furniture and fittings.

Stock:

Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements.

Manage ordering systems including tendering arrangements as necessary.

Personnel:

Responsible for the management of support staff (excluding TAs)– including recruitment, induction, training, performance management, welfare.

Handle personnel admin processes related to the appointment of all staff.

Manage the Personnel MIS (eg SIMS), produce reports and analyses as requested

Liaise with the LA over all staffing matters of an admin nature.

General:

Promote and market the school and secure funding/sponsorship.

Manage service contracts.

Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate.

Arrange medicals, rubella vaccinations, school dentist, etc.

Participate in training, learning and development activities & share expertise and skills with others.

Attend and participate in meetings as appropriate.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline

Minimum GCSE (or equivalent) Maths and English at grade A-C.

Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill

Knowledge of specialist ICT packages, eg finance and SIMS

Experience of office administration at a senior /supervisory level

Experience of working in a school environment

Supervisory or staff management experience & able to lead/motivate staff

Financial administration experience

Good communication skills, oral and written

Excellent organisational skills

Able to plan and develop systems

Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders),