

Unrestricted

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: School Business Manager/Bursar	Section/Location:
School: Cranbourne Primary School	Grade/Salary Range: BG-G (SCP 25-30)
A5a	Working Pattern: 30 hours

JOB PURPOSE

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Key duties:

- Be responsible for business and financial management of school resources
- Manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures
- Manage support staff
- Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school
- Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
- Manage the administration of human resources
- Manage the procurement process, including securing appropriate service contracts, licences and insurance.

Individuals in this role may also:

1. Management of facilities, including premises, lettings and liaising with external contractors
2. Prepare and submit bids for funding from outside agencies under the direction of the Headteacher
3. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.

Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Responsible for managing staff.

Responsible for physical, financial and information resources.

The postholder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

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PERSON SPECIFICATION**

Job Title: School Business Manager	Section:
School:	Grade/Salary Range: BG-G (SCP 25-30)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	NVQ 4, degree or equivalent qualification or experience. e.g. Diploma in Management studies, Accountancy qualification, HND Business studies.	Level 4 Diploma in School Business Management
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent numeracy and literacy skills</p> <p>Extensive experience in a financial/administrative management role.</p> <p>Experience in the development, management and operation of financial management systems.</p> <p>Experience of budget management and preparation.</p> <p>Experience of the procurement process.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p> <p>Knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Able to manage the schools administrative and financial systems.</p> <p>Ability to manage, lead, organise, deploy and motivate a multidisciplinary staff team.</p> <p>Able to manage school facilities and contracts.</p>	Experience of working in a learning environment.

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	<p>Skills to use and manage ICT systems and resources effectively.</p> <p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p> <p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Governing Body.</p> <p>Excellent decision making skills.</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p>	
<p>Work-related Personal Requirements</p>	<p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Committed to equality of opportunity</p>	
<p>Other Work Requirements</p>	<p>Suitability to work with children.</p>	