

# Isle of Wight Council

## Job Description



<b>Identifying Facts</b>	
Title of Post: School Business Manager B – Grade 10	
Directorate: Education	Post No:
Section: Management and Administration	Date: 14 May 2014
Responsible to: Headteacher	

### Job Purpose

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and / or management of support staff, including co-ordination and delegation of relevant activities.

### Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

### Organisation:

3. Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies.
4. Line Management responsibilities:
  - a. Liaise between managers / teaching staff and support staff.
  - b. Hold regular team meetings with managed staff.
  - c. Undertake recruitment / induction / appraisal / training / mentoring for other staff.

### Administration:

5. Take lead role in the development and maintenance of record / information systems.
6. Provide detailed analysis and evaluation of data / and produce detailed reports / information as required.
7. Produce and respond to, complex correspondence.

8. Provide organisational and complex advisory personal support to other staff.
9. Provide organisational and complex advisory support to the Governing Body.
10. Manage complex administrative procedures.
11. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES.
12. Manage the administration of Payroll system.

**Resources:**

13. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
14. Take a lead role in the recruitment of support staff and in managing associated employment procedures.
15. Provide advice and guidance to staff and others on complex issues.
16. Undertake research and obtain information to inform decisions.
17. Take a lead role in procurement and securing sponsorship / funding.
18. Manage service contracts.
19. Manage school licences and insurance.
20. Take a lead role in marketing and promoting the school.
21. Manage facilities including premises, lettings and associated income, building and projects etc.
22. Manage financial administration procedures.
23. Take a lead role in planning, monitoring and evaluation of budget.
24. Be responsible for the management of expenditure within an agreed budget.
25. Health and Safety management.

**Responsibilities:**

26. 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.

27. Be aware of and support difference and ensure equal opportunities for all.
28. Contribute to the overall ethos / work / aims of the school.
29. Develop constructive relationships and communicate with other agencies / professionals.
30. Participate in training and other learning activities and performance development as required.
31. Recognise own strengths and areas of expertise and use these to advise and support others.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*