



Job Description

Job-title:	Business Manager
Location:	Cedars Park Primary School
Hours:	37 hours per week
Grading/Salary:	Grade 5 Below the Bar
Accountable to:	The Principal

Oxlip Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed within Oxlip Learning Partnership are required to support the culture and ethos of Trust schools as directed by the Chief Executive Officer.

All staff, including the Business Manager, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Trust and school Handbooks, and are expected to adhere to, and actively support, all Trust and school policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

CORE PURPOSE

- To ensure the efficient and effective running of the school office.
- To organise and supervise financial and administrative processes within the school.
- To provide administrative support to the Principal and Senior Leadership Team.

PRINCIPAL RESPONSIBILITIES AND TASKS

Office Management and Administration

- To be responsible for the daily running of the school office.
- To manage all forms of communication in and out of school under the approval of the Principal, while maintaining strict confidentiality. Where necessary, proofreading and editing to ensure communication is of a high standard.
- To welcome parents and visitors to the school - acting as the first point of contact to all visitors. Providing advice and guidance to all visitors and parents as necessary and directing to the appropriate members of school staff. Ensuring visitors / contractors have the correct documentation to be on site where appropriate.
- To conduct, filter and respond as appropriate to telephone and email enquiries.

- To draft routine correspondence and assist in the production of school newsletter.
- To establish and maintain appropriate pupil and other records (e.g. the school admissions register, contact lists in the event of accidents to pupils or staff etc.)
- To correctly administer admissions and support improving attendance through liaising with appropriate agencies.
- To deal with the administrative tasks relating to the transfer of children in and out of the school, updating the LA and transferring/requesting electronic and paper records as appropriate.
- To provide administrative support for the Principal and Senior Leadership Team.
- To provide administrative support in respect of complaints, school trips, parents consultation events, open days and staff training.
- To undertake general office duties, distributing and despatching post, photocopying, clerical work, and any other duties as required.

Financial Responsibilities

- To design and set up appropriate systems for monitoring income and expenditure in accordance with MAT and Academy financial procedures.
- To devise and maintain local financial systems of recording and monitoring and ensuring information is readily available to meet the local needs as necessary.
- To reconcile childcare voucher income.
- To reconcile Breakfast and Afterschool club, check expenditure and income.
- To process orders and check deliveries against these orders before processing the payment.
- To oversee the schools' lettings.
- To ensure that all income is banked in a timely manner.
- To oversee parental and staff debt (including catering) and seek prompt settlement.
- To liaise with the Trust central team and participate in working groups/meetings to assist with finance matters in line with the budget requirements.

Systems Administration and Data

- To act as administrator for all school systems and databases.
- To coordinate / undertake as necessary first day absence calls and the updating of daily pupil attendance on the relevant school MIS programme (and any external reporting as required).
- To assist the school and Trust with the preparation of reports and completion of statutory returns.
- To prepare and complete the school Census in Autumn, Spring and Summer terms.
- To prepare and complete the school workforce census in the Autumn term.
- To update the school website as required by the Principal or Trust Executive Leadership Team.

Safer Recruitment and Human Resources

- To ensure the Single Central Record is kept up to date at all times in collaboration with the Principal and Trust HR.
- To support the recruitment process and ensure all safeguarding checks are carried out and completed in line with the Safer Recruitment policy, including online DBS and Health Questionnaires.
- To ensure all personnel data, including files are complete and up to date, liaising with the Principal and Trust HR.
- To draft offer of appointment letters as directed by the Principal and in accordance with Trust guidelines and templates.
- To undertake HR and payroll input, including new appointments, contractual changes, variances and absence information.
- To process online Occupational Health referrals.

School Data Protection Champion

- To act as the School Data Protection Champion, supporting the Trust Data Protection Lead (DPL) and the Trust DPO (Schools' Choice) to ensure data protection compliance across all schools within the Trust.
- To be the key point of contact for all data protection matters within your school.
- To promote a culture of data protection and confidentiality among staff and students.
- To support the implementation and monitoring of data protection policies, procedures, and training.
- To work closely with the Trust DPL to support the development and delivery of data protection strategies and initiatives.
- To maintain up-to-date records of data processing activities in line with UK GDPR and Data Protection Act 2018.
- To support staff with data protection queries and provide advice on best practice.
- To monitor and report on data protection compliance within the school.
- To assist with managing and responding to data breaches or subject access requests, escalating to the Trust DPL as necessary.
- To support regular data protection audits and assist in implementing any recommendations.
- To contribute to staff training and awareness sessions on data protection.
- To liaise with relevant stakeholders to ensure data protection by design and by default in new projects and systems.
- To promote a safe and secure environment for the processing of personal data.

Line management and Training

- To line manage the school office staff, including objective setting, identifying development opportunities and performance appraisals
- To attend Safer Recruitment, MIS and other training as appropriate to the role.

Additional Duties

- To have due regard to the provisions of the Health and Safety at Work legislation, undertaking a monitoring role in conjunction with the Trust Executive Leadership Team and supporting the induction of new employees.
- To hold a recognised first aid certificate or be prepared to be trained to deal with children's medical needs as appropriate. Recording details on the relevant school MIS programme and contacting parents and carers as required.
- To undertake the role of Deputy Designated Safeguarding Lead once training has been completed.
- To promote all Trust and school policies in a manner compatible with the duties of the post.

NOTE:

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All duties will be carried out within the Trusts recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgmental, creative and development skills. You may oversee the work of others. Problems will be referred to your line-manager, who will be available for direction and guidance.

Person Specification

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing high-level support in a busy, politically sensitive environment. • Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. • Experience of line management. • Experience of producing meeting minutes and documents of a high quality. 	<ul style="list-style-type: none"> • Experience of working in a school / educational setting.
Qualifications and Training	<ul style="list-style-type: none"> • Relevant qualification such as NVQ4, HNC/D or degree, or equivalent knowledge. • First aid qualification or a willingness to undertake the relevant training. 	<ul style="list-style-type: none"> • Management qualification or equivalent e.g. NVQ 4 Certificate in Management
Skills	<ul style="list-style-type: none"> • Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. • High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Publisher. • Excellent telephone manner and listening skills. • Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines. • Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. • Ability to build effective working relationships with a wide variety of individuals. • Proven high quality communication skills, oral and written in order to produce detailed reports and memos. • Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school. • Draw logical and accurate conclusions from sometimes complex information • Embrace responsibility for identifying sound and effective solutions to a variety of different problems. • Experience of managing and organising a daily and forward work programme. • Ability to act as minute taker as directed by senior managers. 	

	<ul style="list-style-type: none"> • Demonstrates an attention to detail and an ability to stick at routine tasks. • Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise. • A good understanding of data protection principles and UK GDPR requirements (training provided if needed) • Ability to ensure that Trust and School policies are implemented and monitored • The ability to form and maintain appropriate relationships and personal boundaries with children and young people. • A commitment to the safeguarding and welfare of all children and young people. 	
Disposition and Attitude	<ul style="list-style-type: none"> • Hard working, conscientious and accurate. • Professional demeanour, good interpersonal skills and ability to deal with various members of public and senior management. • Motivation to work with children and young people. • Emotional resilience in working with young people. 	