

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST  
BUSINESS MANAGER**

**POST TITLE:** Business Manager (with Line Management Responsibility & where the Trust has operational financial management)

**BAND:** Band 8 SCP 19-23

**REPORTING TO:** Headteacher

**JOB PURPOSE:** To provide effective administration and support services to school including the management of information systems and the supervision and co-ordination of other support staff. To support Head Teacher, Senior Staff and the Trust including contributing to the financial planning and development of school support and business management services.

**MAIN DUTIES/RESPONSIBILITIES**

1. To design and manage appropriate administrative systems and to support the work of the Senior Staff as required.
2. To analyse and evaluate data / information on behalf of Senior Staff, i.e. pupil data.
3. To complete and submit information obtained from School Management information systems as required by the Trust, Local Authority and DfE for example Census, Nursery Pupil Data.
4. To assist Senior Staff to plan, develop and design administration monitoring systems, policies and procedures to ensure the efficiency and accuracy of pupil data.
5. To liaise with Trust regarding requisitions and ensure that accurate records are kept in line with audit requirements, Finance Policy and Academies Financial Handbook.
6. To liaise with the Trust regarding monthly financial reconciliations.
7. To liaise with the Head Teacher and Trust in relation the school's compliance with the Scheme of Delegation, Financial Handbook and any other statutory guidance or best practice, relevant from time to time.
8. To undertake management of cash systems (MCAS) and banking providing accurate information to the Trust.
9. To liaise with Trust colleagues in relation to all Human Resource activities including recruitment, induction, payroll, safe recruitment, sickness absence and handling of personnel issues.

10. To assist the Head Teacher in relation to admission and transfer of pupils including categorisation of applications, arrangement for appeals and related correspondence.
11. To receive enquiries made to School and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
12. To prepare on behalf of the Head Teacher and Senior Staff original letters in response to queries and requests for information.
13. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Head Teacher and Senior Staff.
14. In the absence of the Head Teacher, liaise with appropriate staff with respect of urgent business.
15. To maintain an appropriate diary /electronic schedule for the Head Teacher / Senior Staff as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed.
16. To provide administrative support duties to Senior Staff and Trust as required (including organising school visits and events).
17. To provide advice and guidance to the Trust and Senior Staff in relation to policies and procedures.
18. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making processes.
19. To assist Senior Staff with the promotion of the School, and take a leading role where necessary and appropriate.
20. To co-ordinate and administer the letting of school facilities and liaise with Trust and Head Teacher re sales invoicing, risk assessment, contractual arrangements.
21. To assist the Head Teacher, Trust and other staff in relation to capital projects.
22. To co-ordinate the management of school licences and insurance as required.
23. To assist with the management of Service Contracts on behalf of Senior Staff and the Trust.
24. To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets eg Pupil Premium, Sport Premium

25. To minute and take notes of meetings as required by Senior staff including where necessary Committees of the Board of Directors.
26. To sort all incoming and outgoing mail and distribute across the school as appropriate.
27. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff, administration of medicines etc.
28. To manage school "shops" and ensure that adequate levels of supplies and stocks are available and placing and receiving orders as required by Senior Staff i.e. for uniform, textbooks.
29. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
30. To supervise and manage other administration officers within school including the management of their training, development and performance in line with Trust's Performance Development Review Procedures.
31. Monitoring work rotas / cover for other school staff within post holders remit to ensure an efficient service is available, and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability (annual leave, sickness, etc).
32. To co-ordinate health and safety audits and checks throughout the school's internal and external buildings on behalf of Senior Staff liaising with the Trust and Trust H&S providers.
33. To carry out your duties with full regard to the Trust's Equality Policy Scheme.
34. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
35. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST – BUSINESS MANAGER**

| ESSENTIAL                             |              |   |                  | DESIRABLE    |   |                  |
|---------------------------------------|--------------|---|------------------|--------------|---|------------------|
|                                       | Criteria No. | ATTRIBUTE   | Stage Identified | Criteria No. | ATTRIBUTE   | Stage Identified |
| <b>Qualifications &amp; Education</b> | E1           | NVQ level 3 / 4 in Administration, Business or equivalent   | AF,C             | D1           | Foundation Degree/NQV Level 4 or equivalent in Administration, Business, Finance or related field.<br>Eg School Business Management |                  |
| <b>Experience &amp; Knowledge</b>     | E2           | Previous Administrative Experience  | AF,R,I           | D2           | Awareness of child protection issues  | AF,R,I           |
|                                       | E3           | Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets | AF,R,I           | D3           | Knowledge and / or experience of First Aid  | AF,R,I           |
|                                       | E4           | Experience of giving advice and guidance on policies / procedures to Senior Officers  | AF,R,I           | D4           | Experience of School Management Information Systems   | AF,R,I           |
|                                       | E5           | Experience of managing budgets, invoice and ordering procedures   | AF,R,I           | D5           | Previous supervisory experience   | AF,R,I           |
|                                       | E6           | Knowledge of Data Protection requirements and understanding of confidentiality  | AF,R,I           |              |   |                  |
|                                       | E7           | Previous Supervisory responsibility including the monitoring or performance and development   | AF,R,I           |              |   |                  |

|                            |     |  |        |    |  |      |
|----------------------------|-----|--|--------|----|--|------|
| <b>Skills</b>              | E8  | Ability to relate well to children and adults  | AF,R,I |    |  |      |
|                            | E9  | Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding | AF,R,I |    |  |      |
|                            | E10 | Ability to train and motivate a team   | AF,R,I |    |  |      |
|                            | E11 | Ability to work successfully as part of a team and prioritise own work with minimum supervision                                    | AF,R,I |    |  |      |
|                            | E12 | Ability to communicate both orally and in writing to a wide range of audiences   | AF,R,I |    |  |      |
|                            | E13 | Ability to work under pressure to tight deadlines on a number of different projects  | AF,R,I |    |  |      |
|                            | E14 | IT Literate, capable of using MS Word / Excel and office packages  | AF,R,I |    |  |      |
|                            | E15 | Proven ability to undertake effective research   | AF,R,I |    |  |      |
| <b>Personal Attributes</b> | E16 | Participate in development and training opportunities  | AF,R,I | D6 | Willingness to support the Christian Ethos of the School | AF,I |

|                             |     |  |          |  |  |  |
|-----------------------------|-----|--|----------|--|--|--|
|                             | E17 | Ability to abide by Trust policies and procedures  | AF,R,I   |  |  |  |
| <b>Special Requirements</b> | E18 | Motivation to work with children   | AF,I,R,D |  |  |  |
|                             | E19 | Ability to form and maintain appropriate relationships and personal boundaries with children                             | AF,I,R,D |  |  |  |
|                             | E20 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |
|                             | E21 | Ability to access suitable reliable transport to meet the travel requirements of the post                                |          |  |  |  |
|                             | E22 | Suitability to work with children  | D        |  |  |  |

| <b>Key – Stage identified</b> |                              |
|-------------------------------|------------------------------|
| AF                            | Application Form             |
| C                             | Certificates                 |
| T                             | Tests                        |
| P                             | Presentation                 |
| I                             | Interview                    |
| R                             | References                   |
| D                             | Disclosure and Barring Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references