



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Assistant School Business Manager</b>
<b>Working Time:</b>	35 hours per week Term Time only plus one week
<b>Salary/Grade:</b>	<b>GRADE 4: (Points: 5 – 9)</b>
<b>Hours of work:</b>	09.00 to 04.30 (includes 30 minute unpaid lunch break) Flexibility required
<b>Line Manager:</b>	Chair of Governing Body and Business Manager
<b>DBS Disclosure Level:</b>	Enhanced with Children's Barred Checklist

**Main purpose:**

**Human Resources:**

- To support the Headteacher and School Business Manager with the efficient management and administration of recruitment and human resource related matters.
- To ensure effective and efficient procedures related to staff recruitment to include all safer recruitment and safeguarding requirements.

**Finance and Compliance:**

- To support the Headteacher and School Business Manager with operational practices and procedures related to Financial Management to ensure effective budget management and monitoring
- Assist the School Business Manager to manage the school's compliance with statutory obligations and advise others on the relevant legal and regulatory requirements.

**Clerk to Governors:**

Regulations require governing bodies to have regard to advice from the clerk in regard to exercising the governing body functions:

- Will be accountable to the governing body working closely with the chair of governors, Headteacher and other governors on identified tasks.
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Provide advice to the governing body on governance, constitutional and procedural matters and ensure all follow up action(s) has been taken.

Work flexibly to meet the needs of the school.

**General Responsibility**

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive,

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courteous relations with students, parents and colleagues.

- Engage actively in the performance review process.
- Adhere to school policies and procedures or other documentation available to all staff.

### **Core Responsibilities and Tasks**

#### **Human Resources**

- Ensure all HR processes and systems are both legal and compliant with internal policies and are efficient.

##### **1. Recruitment**

When required undertake the recruitment process of staff and provide relevant guidance to senior colleagues within school.

Manage the recruitment process of staff and volunteers to include:

- Arranging adverts, organise recruitment packs, monitor recruitment emails, responding to enquiries as appropriate.
- Coordinate the interview process to include liaising with governors, staff and candidates, taking up references, and interview arrangements within school
- Follow Safer Recruitment procedures to ensure all pre-employment checks are carried out for both shortlisted candidates and new employees ensuring all safeguarding procedures are in place completed and adhered to
- Issue appointment letters
- Manage and arrange new staff induction requirements
- Manage and reconcile all required recruitment documentation including contractual arrangements to include issuing of Contracts of Employment
- Liaising with School Business Manager in respect of subsequent payroll requirements
- Maintain the Single Central Record ensuring compliance with safer recruitment policy and procedure
- Input and maintain staff records electronically utilising the MIS system, ensuring records are up to date and accurate

##### **2. Staff CPD/Training**

- Support the Leadership Team and Office Manager & PA with arrangements related to all staff training to include maintaining records of all staff training undertaken.

##### **3. Payroll & Pensions**

- Prepare, submit and reconcile payroll monthly submissions and output to payroll bureau
- Process pension documentation as required
- Produce absence monitoring reports as required
- Respond to queries from staff or external agencies as required

#### **Finance**

- Assist the Headteacher and Business Manager with budget planning setting and monitoring and implementing value for money processes
- Support the Business Manager in the day-to-day operation of financial management and organisational processes
- Deputise for Business Manager in regard to monitoring of budgets and continuity of finance day to day management and processing
- Carry out monthly budget monitoring and liaise with budget holders
- Process financial transactions when required such as orders, invoices, payments utilising Finance

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Management Software (FMS)

- Process required transactions utilising software to include Parent Pay, Cunninghams
- Compiling and managing financial reports such as DfE funding streams, Catering Trading etc to monitor expenditure utilising FMS and Microsoft Office
- Assist the School Business Manager with both month end and year end reporting and requirements submitted to the Local Authority
- Assist in updating and maintaining the school Asset Register

**2. Compliance**

- Track all school policies and ensure they are updated by staff and approved in accordance with the policy review schedule
- Ensure all policies are produced in the school's house/style format
- Assist the School Business Manager in ensuring adherence to the requirements of financial policy
- Communicate all policy revisions to staff and stakeholders as required
- Maintain documentation in accordance with both GDPR and document retention schedules

Work closely with the School Business Manager and support ad-hoc tasks when required

Clerk to Governors

**1. Provide advice to the governing body**

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Offer advice on best practice in governance, including committee structures and self-evaluation
- Advises on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

**2. Effective administration of meetings**

- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations via SharePoint or other IT systems
- Ensure meetings are quorate and records of attendance are maintained
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher, following up agreed actions
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/ foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Chairing the meeting at which point the chair is elected

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### **3. Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Issue a welcome pack/letter to newly appointed governors including details of terms of office.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body

### **4. Manage Information**

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence

### **5. Additional Services**

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Perform such other tasks as may be determined by the governing body from time to time

### **Confidentiality**

- To understand the nature of the role and to ensure confidentiality at all times

### **Knowledge, skills, experience:**

1. Knowledge of Human Resources, Financial and Governance Legislation and procedural matters.
2. Experience of development, management and operation of administrative system, including full operational experience of all Microsoft Office and school MIS
3. Knowledge and understanding of relevant information systems and how to run reports
4. Shorthand qualified/ability to take minutes in a timely fashion
5. ECDL qualified or working towards Certification

### **Professional Development:**

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

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**JOB DESCRIPTION**

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

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