



**Required As Soon As Possible**

## **Assistant School Business Manager**

**Full time, term time plus 10 days (36 hours per week) 8.10am to 4pm  
(Monday to Friday) with ½ hour unpaid lunch**

**Grade 7 PT25 £31,965 (Actual £28,739) pro rata**

The school is seeking to employ an Assistant School Business Manager to assist the School Business Manager with running the school's financial, HR, Premises and admin needs in an effective and efficient way. The postholder should be approachable, enthusiastic and flexible as this role is involved in a wide range of jobs in the school, not just in the HR/Finance Office. The Assistant School Business Manager will have the ability to cover for the absence of the School Business Manager.

The successful candidate will be a self-motivated, highly professional person who will work to ensure the school is supported and allowed to grow and develop in the current climate of change in education.

The closing date is: **3 March 2023**

Proposed interview date: **week commencing 6 March 2023**

**Completed application form to be emailed to: [applications@elmgrove.harrow.sch.uk](mailto:applications@elmgrove.harrow.sch.uk)**

***Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure***



## About Elmgrove Primary School

Close to central Harrow, our school is situated in a quiet residential area next to Kenton Park. We are fortunate to have moved into a brand new school building, built as part of the DfE Priority School Building Project, which we expect was completed October 2022. We are also privileged to be one of Harrow Council's additionally resourced primary schools for children with physical disabilities, who are fully integrated across the school.

At Elmgrove, we inspire and nurture lifelong learners through effective teaching and learning whilst at the same time providing rich and enjoyable experiences for our children. We expect our children to achieve high standards in all that they do; we wish to ensure that our children are confident, well prepared and well-educated citizens ready to play their part in their community. We work hard to ensure children are successful in the key areas of English and Maths however we also want them to learn and experience more than this through a varied curriculum and a range of extra-curricular activities.

We are proud to be a 'Silver' Rights Respecting School and we are proud of our staff and children's diverse backgrounds. We come together with an atmosphere of respect for each other. This is accomplished by: good leadership, effective management, committed staff, governors, parents and pupils working together as a team.

**Our Golden Values are an important part of what makes our school special:**

**Kindness, Respect, Responsibility and Commitment**

### OFSTED (2017)

- 'The school is a calm and nurturing environment where staff help pupils to develop well'
- 'The overwhelming majority of parents think that the school provides a very good standard of education. They particularly appreciate the caring culture that allows their children to thrive'



## **The Role of Assistant School Business Manager**

The role of Assistant School Business Manager is fundamental to ensuring that the operations at Elmgrove run smoothly, allowing the School Business Manager to focus more closely upon long term strategic development of the school.

The School Business Manager works closely with the Headteacher and Senior Leadership team and the new Assistant School Business Manager will assist the Business Manager in working as part of this small team as well as the larger whole school admin team. They will need to be flexible as the role will be varied and demanding and the need for accurate work is essential.

The whole school admin team operates across the main office. The role also is involved in the management of the catering, premises and the lettings of the school's facilities.

The Assistant School Business Manager will be expected to cover all these roles as required and be flexible as to the area of the school they are asked to work in.

A good team player is vital to work alongside the existing professional, hard-working admin team.

## **Assistant School Business Manager Job Description and Personal Specification**

### **HR main duties and responsibilities:**

- Support the successful HR management of the school, including the recruitment process.
- Management of the schools Single Central Record.
- Give advice to staff and governors on pay, sickness, absence, maternity procedures and other confidential personnel related matters.
- Manage recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates.
- Manage all DBS applications for existing staff.
- Provide the short-listing panel with references and other documentation as required.
- Manage the Personnel section of the Arbor and Dataplan database.
- Manage the interview process and timetable for all interviews (ensuring interview records are kept in line with regulations).
- Ensure effective communication with candidates throughout the interview process. Upon appointment arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) are met. Manage all paperwork pertaining to newly appointed staff e.g. handbook, medical, references and issue offer letter and contracts of employment.
- Absence reporting – sickness, special leave, ensuring accurate records are kept of absences and Payroll informed.
- Monitoring of absence levels and supplying monthly reports to the Headteacher on staffing sickness absence and arranging monitoring meetings where necessary.
- Comply with and promote the school's health and safety, safeguarding and equal opportunities policies.
- Demonstrate a commitment to the protection and safeguarding of children through the active implementation of relevant school policies and procedures.
- Communicate with the school's HR provider for advice and guidance.
- Initial handling of staff payroll complaints: ensuring complaints are dealt with in line with Payroll advice and school policies and procedures.
- Contact the Clerk of Governors and HR provider to arrange disciplinary meetings when required.
- Manage all staff confidential records in accordance with the schools GDPR and records management policy.
- Update any relevant policies on an annual basis with the School Business Manager when required.
- Monitor the way HR policies and procedures are implemented and provide support to the School Business Manager where these are not being followed.

**Finance main duties and responsibilities:**

- Inputting of orders onto Access finance system, receiving goods, checking deliveries, payment of invoices and progress chasing orders.
- Support and assist Business Manager with income generation and bid applications.
- Liaising with companies to obtain “best value” for items purchased.
- Purchasing items on school credit cards, inputting of all information onto system and reconciliation of monthly statement.
- Keeping records and monitoring of all utility charges.
- Checking and payment of supply invoices against records supplied by School Business Manager.
- Administration and payment of all petty cash claims.
- Inputting on the system of all parent pay monies received from the private fund.
- Managing the private fund account and ensuring that it is audited annually.
- Receipt of all other cash/ cheques from mufti, charity collections and miscellaneous and arranging the banking of these monies with School Business Manager.
- Invoicing for hire of facilities and collection of payment, raising any queries and chasing outstanding monies. Repayment of deposits when due.
- Invoicing outside bodies for monies owed to school and follow up to ensure that monies are collected.
- Processing of INSET request forms and booking of courses for staff.
- Administration of insurance claims when required.
- Upkeep of school inventories and random checking of stock on an annual basis.
- Upkeep of declarations of interest of staff.
- Monthly reconciliation of all school bank accounts.
- On a monthly basis, closing of purchase ledger, sales ledger, cash book and nominal ledger and agree balances with trial balance.
- At year end produce a list of reserves for goods received but not invoiced.
- On an ongoing basis assisting external auditors, providing information as required.
- General up keep of access for budget holders to obtain budget information.
- Maintenance and storage of all financial records within financial regulations and the schools’ records management policy.

**Premises main duties and responsibilities:**

- Assist when required with the booking of external contractors in line with the schools PPM planner.
- Liaise with site team on the distribution of deliveries.
- Liaise with site team on site related issues to ensure that issues are dealt with promptly as and when required.
- To be the second administrator for the schools Health and Safety Smartlog system and promote the use of the system throughout the school.
- Assist with the update of Health and Safety policy and procedure as and when required.
- Assist with the update of school risk assessments as and when required.
- Willingness to undertake Health and Safety training commensurate to the role.

**Catering main duties and responsibilities:**

- A willingness to undertake the Food Hygiene Level 2 certificate.
- Help with receiving kitchen deliveries during busy periods and periods where there are no kitchen staff available.
- Willingness to assist with the ordering of food items as directed by the Catering Manager.

**Additional Supporting information – specific to this post:**

- Need to be authoritative on method systems and procedures.
- Planning typically weeks to months ahead.
- Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence behaviour.
- Differing situations requiring the identification and solution within the area of expertise and acquired knowledge.
- Act up in the absence of the School Business Manager.
- Willing to undertake and make future use of any training which the school deems necessary.
- If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents' Evenings to support in translating for parents, for which time off in lieu will be given.
- To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Headteacher.

Person specification:

Job title: Assistant School Business Manager	Grade: 6	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to GCSE level with English and Maths at A*-C</li> <li>• Relevant recognised qualification in HR, Finance or Business Admin</li> <li>• Committed to training towards the CSBM/DSBM</li> </ul>	E E E	AF AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>• Operating Arbor/SIMS MIS</li> <li>• Operating Access/FMS finance in a school</li> <li>• Operating Dataplan payroll system</li> <li>• Experience of adhoc financial reporting</li> <li>• Year End process</li> <li>• Maintaining a Single Central Record</li> <li>• Processing contracts of employment</li> <li>• Working in a school</li> </ul>	E E D D E D E D	AF, I AF, I AF, I AFIT AFIT AFIT AF, I AF
<b>Knowledge, skills and abilities</b> <ul style="list-style-type: none"> <li>• Ability to work effectively both as part of a team and Independently</li> <li>• Ability to manage your own time productively, working on own initiative and to deadlines</li> <li>• Excellent written English</li> <li>• Flexible approach to work as requested</li> <li>• Ability to work with all stakeholders under pressure</li> <li>• Excellent IT skills</li> </ul>	E E E E E E	AF, I AFIT AFIT AF, I AF, I
<b>Other</b> (including special requirements) <ul style="list-style-type: none"> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Commitment to sustaining regular attendance at work</li> </ul>	E E E E	I I I I

**Note: We will always consider your references before confirming a job offer in writing.**