

Job Description

Grade: GR4 – *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To operate maintain and develop the administrative and financial procedures and systems of the school as part of the Senior Leadership Team and in partnership with Governors, ensuring that all legal and safety requirements with regard to people and property are fully met
- 1.2 To be responsible for the school site and its buildings, their maintenance, development and efficient use
- 1.3 To function as line manager for groups of staff as specified by the school
- 1.4 To be the non-teaching member of the Senior Leadership Team and as such to contribute to the successful and efficient operation of the school
- 1.5 Performance Manager Team Leader for groups of staff as specified by the school

2. **Key Responsibilities**

- 2.1 To be an effective team player

Financial Duties

- 2.2 Oversee and manager the day to day running of the Schools Information Management System, including up-dates as necessary
- 2.3 To work with the Headteacher and Governors in the preparation of budget forecasts for consideration
- 2.4 Advise other SLT members and Governors on financial implications for the School Development Plan
- 2.5 Plan, prepare and deliver reports to the Governors as identified by Internal Audit
- 2.6 Meet with the LA Financial Representative and other officials including Auditors to ensure the finance system is effective and efficient
- 2.7 Prepare and submit bids for further funding from outside agencies under the direction of the Headteacher

Personnel and Human Resources

- 2.8 Day to day management of the Personnel records in school
- 2.9 Give advice to staff and Governors about personnel issues
- 2.10 Assist with the preparation and placing of staffing advertisements through the LA

- 2.11 Handling all correspondence relating to personnel issues including references, new appointments & general issues
- 2.12 Line Manager to Administration, Caretaking, Cleaning, Catering and the Before and After School Club staff

Site and Premises

- 2.13 Day to day management of the site and premises to ensure smooth operation of all systems – heat, water, gas, electric
- 2.14 Liaising with BSS when problems are reported and acting to remedy the problems
- 2.15 Liaise with LA representatives regarding issues relating to the school premises, including refurbishment and repair
- 2.16 Assist Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times
- 2.17 To act as the school Project manager for improvements to the school premises

ICT

- 2.18 Act as System manager for the Administration Network
- 2.19 Liaise with the Curriculum ICT Co-ordinator to ensure efficient management at all times
- 2.20 Liaise with the ICT technicians to ensure an efficient service is available at all times

Health and Safety

- 2.21 Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required
- 2.22 Carry out Risk Assessments for fire, health and safety and first aid

General

- 2.23 Oversee and monitor the collection and banking of all monies received in school, both official and unofficial
- 2.24 To keep abreast of current educational developments and undertake relevant CPD when appropriate
- 2.25 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.26 To ensure all tasks are carried out with due regard to Health and Safety
- 2.27 To undertake appropriate professional development including adhering to the principle of performance management.

- 2.28 To adhere to the ethos of the school
- 2.28.1 To promote the agreed vision and aims of the school
- 2.28.2 To set an example of personal integrity and professionalism
- 2.28.3 Attendance at appropriate staff meetings and parents evenings
- 2.29 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience	Considerable experience of budget monitoring and account reconciliation	AF/I

Relevant work and other experience	Experience of producing a variety of financial reports including detailed management accounts	AF/I
	Experience of undertaking a range of administrative and technical duties, including data input and retrieval	AF/I
	Experience of financial workings of a school	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	A sound knowledge of budget management and accounting techniques	AF/I
	A sound knowledge of a range of computer applications including financial management systems	AF/I
	Knowledge of facilities and premises management	AF/I
	Knowledge of relevant Health& Safety legislation	AF/
	Some knowledge of employment law	AF/I
	Ability to work independently demonstrating initiative and pro-activity	AF/I
	Ability to contribute to school business planning	AF/I
	Ability to act as Systems Manager for the school	AF/I
	Ability to contribute to policy development e.g. for school lettings	AF/I
	Ability to develop and maintain efficient record keeping systems	AF/I
	Ability to analyse and interpret complex information and make recommendations	AF/I
	Ability to problem solve	AF/I

	Ability to line manage other employees including responsibility for deployment allocation of work, induction, appraisal, development etc	AF/I
	Ability to negotiate 'best value' with suppliers	AF/I
	Ability to communicate with a range of audiences including colleagues, governors, officers of City Council, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	
	Ability to show sensitivity and objectivity in dealing with confidential issues	
Training	Willingness to participate in further training and development opportunities offered by the school,	AF/I
Other	Ability to demonstrate commitment to Equal Opportunities	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.