

Job description

Job title: Support Services Manager
Job ref: XS 9.2
School:
Grade: Dorset Grade 12
Reports to: Headteacher

Main job purpose

The postholder will be a member of the Senior Management Team and plays an important role in the development, implementation, monitoring and maintenance of a range of services supporting the education delivery to pupils and whole school improvement.

The postholder is responsible for the effective management and development of the financial, administrative, secretarial and reprographic and premises related services. The postholder is additionally responsible for the management of the school's adopted scheme of performance management for support service personnel.

The postholder may be required to act also as the Clerk to the Governors.

Main responsibilities and duties

Financial Management

1. To advise and guide the SMT and governors regarding the formulation of a long /medium /short term financial (revenue and income generation) strategies for the school and to advise the headteacher of the financial implications arising out of bids for financial assistance, general developments and proposals.
2. To prepare draft annual revenue budget(s) for approval of Headteacher, SMT and Governing Body in line with pre-determined or agreed commitment or expenditure patterns.
3. To monitor expenditure and other financial commitments against budget and manage the accounts of the school and to advise the Headteacher, SMT, Department Heads or LA, as appropriate, of any significant variation from the agreed financial strategy or approved budget and prepares proposals/recommendations to correct variations.
4. To report periodically to the Governing Body as to the financial position of the school and to advise as to the opportunities for further development of income generation/budgetary savings.
5. Authorises the purchase of supplies and equipment within the budget and approves the purchases of Heads of Department within the financial/budgetary limitations, lettings and other uses of the school's premises in accordance with the policy of the school or approved by the Headteacher/Governors.
6. To lead and manage the financial services' staff and direct the work of such staff as required in the receipt of cash, reconciliation of accounts, orders and purchases.

ICT & Office Services

1. To advise and guide the headteacher, SMT and Governors as to the development of finance/administrative systems within the school's integrated ICT development plan and in conjunction with the ICT manager advises Head on the integrated use/bids for complementary development of



systems within County Council guidelines.

2. To advise and guide the SMT and governors regarding the long /medium /short term strategic development of Finance and administrative/office support services within the school and to advise the headteacher as to the need for specific development within discrete service areas.
3. To report periodically to the Headteacher, SMT Governors and LA service performance information, statistical information and undertake the completion of regulatory/statutory and other LA returns and arrange the minuting of meetings, as required.
4. To lead, manage and direct, as appropriate, administrative, secretarial and clerical service personnel within the terms of the school's adopted scheme of performance management and to deploy staff as needed to respond to changing patterns of service demand.
5. To manage the training, development, work standards, attendance and discipline of all support service personnel.

Personnel and Recruitment

1. To act as the school's Personnel and Recruitment Manager, advising teaching and non-teaching staff on personnel and recruitment matters, and to liaise with the LA Personnel Department.
2. To maintain accurate and up to date manual and computerised personnel records for all teaching and non-teaching staff, including contract and personnel details, sickness records and CPD.
3. Responsible for the administration of the recruitment of new staff, including advertisements, sending out job packs, letters for interview and reference requests, interview arrangements and contract forms.
4. Full responsibility for Criminal record Bureau Forms, including checking details, forms, identification and filling out employers' section plus List 99 checks.
5. Responsible for recruitment on internet or via job centres, ensuring advertisements and details are included and correct.
6. To complete LA, DfEE and other returns as necessary.

Premises and technician services

1. To advise and guide the Headteacher, SMT and Governors as to the general insurance, maintenance and development of the school site, premises and related services, including technician services, and advises the Head on the formulation of bids for major capital development funding.
2. To lead and manage the premises and technician services and to direct and deploy personnel within these services as appropriate and in response to changing patterns of service demand.
3. To monitor the use of premises and to survey and/or to receive and act on reports from the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the County Council.



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4. To Invite tenders for maintenance and services and advise the Headteacher/Governors appropriately; to monitor contractors' performance within contract, recommending termination/renewal and signing off work completed to the standards determined to the headteacher.
5. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

A relevant and formally recognised management, financial, administrative or equivalent professional qualification is considered essential, together with substantial experience of managing financial and/or administrative and office services within a large and diverse organisation. Qualification in education management would be advantageous.

A working knowledge of ICT system use and application is desirable. Basic computer competence in spreadsheet data management is essential.

Effective and developed interpersonal skills are considered essential as are well developed administrative and organisational skills.

Supervision & management

The postholder will work for the substantial part of the time without direct supervision of the headteacher/Governors. The postholder will be required to directly supervise senior personnel within the identified areas of support services and generally all personnel within one of the services (e.g. office or finance) – not normally more than 15 staff. The postholder is responsible for the effective management of all personnel within the defined services

Problem solving & creativity

Deals with problems regarding disposition of workload, deployment of personnel, allocation of service provision and routine performance management and staffing issues, competence and disciplinary matters without reference to the headteacher/SMT members.

Resources

Office PC, scanner, printer and other computer related peripherals

Working environment

Busy office environment.

Predominantly the postholder will work within an office environment but will be required to undertake site inspections on a regular basis. Occasionally will be required to lift packaged paperwork.



Decision making

Organises and/or undertakes the recruitment of designated personnel within the approved establishment of the school, and together with the headteacher/Governors appoints other designated senior personnel within the support services of the school.

Identifies training and development needs arising from overall management of the school's scheme of performance management for support staff, prioritising and approving/ recommending to the headteacher planned development and training in accordance with service strategy.

Contacts & relationships

Daily contact by telephone/face-to-face with Headteacher/SMT members, pupils and parents and regular contact with Senior Governors (Chairman and Committee Chairs)/LA officers/contractors and suppliers. Other contact with DfES and other central government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.

Approval			
Prepared by	Chris Matthews	Date	1 st June 2005
Designation	Pay and Reward Manager		



Job description

Job title: School Business Manager (Secondary Schools)
Job ref: XS 9.1
School:
Grade: Dorset Grade 13
Reports to: Headteacher

Main job purpose

The post holder will be a member of the Senior Leadership Team and plays a pivotal role in the strategic development of the school. As well as managing the provision of a range of services supporting the education delivery to pupils, the post holder will lead whole school improvement through staff training and specific strategic project planning and management.

The post holder is responsible for advising on budget management, for developing strategies to maximise resources and for identifying and recommending to the Head teacher where savings can be made.

The post holder is also responsible for the effective management, review and development of the administrative, secretarial, reprographic and premises related service staff. The post holder is additionally responsible for the performance management for support services staff.

The post holder will ensure effective risk management for example in health and safety and in the management of any third-party service contracts.

The post holder may be required to act as the Clerk to the Governors

Main responsibilities and duties

To take the lead in the formulation of a long/medium/short term financial (revenue and income generation) strategies for the school and to initiate bids for financial assistance, general developments and proposals, liaising with the Head and governors as required.

Provide regular financial reports, advice and guidance to the senior leadership team and the Governors on financial management and make recommendations on expenditure and savings.

To lead and manage the financial services' staff and direct the work of such staff as required in the receipt for cash, reconciliation of accounts, orders and purchases. Have responsibility for maintaining, upholding and reviewing good financial practices in school with documentation for evidence.

To lead business improvement projects and activities to establish effective processes and systems, by reviewing working practices, performance and policy.

Provide strategic direction as well as line management of all support staff within the school. To deploy staff as needed to respond to changing patterns of service demand and to manage the training, development, work standards, attendance and discipline of all support service personnel.

To advise and guide the head teacher, SMT and Governors as to the development of finance/administrative systems within the school's integrated ICT development plan and in conjunction with the ICT manager advise the Head on the integrated use/bids for complementary development of systems within County Council guidelines.



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To act as the School's Personnel and Recruitment Manager, advising teaching and non-teaching staff on personnel and recruitment matters and liaising with the LA Personnel Department.

Responsible for ensuring that recruitment practices are fit for purposes and all necessary checks and authorisations are obtained and appropriate records kept.

To lead and manage the premises and technician services; to direct and deploy personnel within these services as appropriate and in response to changing patterns of service demand.

To take the lead in advising and guiding the Head teacher, SMT and Governors on property and premises related matters and providing advice to the Head teacher on the formulation of bids for major capital development funding.

To monitor the use of premises and to receive and act upon reports for the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the County Council.

To invite tenders for maintenance and services and advise the Head teacher/Governors appropriately; to monitor contractors' performance throughout the duration of major contracts, liaise with inspectors, architects and contractors to ensure best value within the terms of the contract.

Lead on business, finance, building and environment projects related to the school as directed by the Head teacher.

Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

The post holder will work without direct supervision of the head teacher or Governors. The post holder will be required to directly manage senior personnel within the identified areas of support services. There will be a need for the post holder to deputise for the Head Teacher in certain circumstances.

Problem solving and creativity

This is an important part of the role. The post holder is required to deal with day to day problems such as managing workloads, deployment of personnel, deployment of resources in case of emergency, and prioritisation of tasks. The post holder will also be required to solve problems such as strategic financial planning, integration and co-ordination of different contractor teams, deployment of BMIS funding to ensure on-going compliance with health and safety regulations.

Contacts & relationships

Daily contact with Head teacher and senior leadership team members, pupils and parents. Regular contact with Senior Governors (Chairman and Committee Chairs), LA officers, contractors and suppliers. Other contact with DCSF and other central government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.



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Decision making

Staffing deployment decisions within the support teams and specifically on a regular basis in site management contexts. Deciding appropriate contractors / tenders to recommend to the Head teacher. Determining appropriate eco-strategies to reduce school carbon-footprint. Monitoring capitation spending decide appropriate strategies to support budget holders and determine intervention triggers. Make financial decisions to obtain best value for money.

Resources

Office PC, scanner, printer and other computer related peripherals, key holder.

Working environment

Predominantly the post holder will work within an office environment but will be required to undertake site inspections on a regular basis. Occasionally will be required to lift packaged paperwork and support work of the site team in order to ensure practical needs of the school are met at short notice (e.g. Examination tables and chairs following evening lettings.)

Approval			
Prepared by		Date	March 2008
Designation			

