



## **School Business Officer**

### **Queen Elizabeth's Grammar School, Ashbourne Academy**

**37 hours per week, 42 Weeks per year**

Do you want to make an impact and motivate others within a Multi-Academy Trust learning and teaching environment that is moving forward with exciting times ahead?

QEGSMAT is looking to appoint a self-motivated and experienced individual to work at Queen Elizabeth's Grammar School, Ashbourne Academy. This role will be challenging and the successful candidate will need to demonstrate their passion for excellence in providing high-level administrative support, HR and budget management for the academy. You will have knowledge of management practice and legislation relating to finance and HR with an understanding of health and safety. Proven experience and understanding of school/public sector finance and resource management systems will be advantageous.

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

#### **We offer candidates:**

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application form. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com)

**Grade:** Scale 5/6

**Salary:** £18,511 to £22,367

**Closing date:** 7<sup>th</sup> June 2018.

**Interview dates:** W/C 11<sup>th</sup> June 2018



## **JOB DESCRIPTION**

<b>Post Title:</b>	School Business Officer
<b>Responsible to:</b>	Headteacher
<b>Grade:</b>	Scale 5/6
<b>Weekly Hours:</b>	37
<b>Weeks Per Annum:</b>	42
<b>Post Objectives:</b>	To ensure the Academy's resources are used economically, efficiently and effectively to achieve the very best educational outcomes for all students.

## **DUTIES AND RESPONSIBILITIES**

### **Financial Resources**

- Ensure the Academy adheres to Trust financial regulations, policies and procedures;
- Prepare budget plans and financial forecasts, in consultation with others, that ensure long term financial security and underpin the operations and strategic plans of the Academy;
- Monitor and control the budget, reporting variances and recommending corrective action to the Headteacher;
- Provide financial reports to the Trust as required;
- Support budget holders in the management of delegated budgets and printing allowances;
- Process purchase orders for goods and/or services, ensuring best value;
- Administer the academy's petty cash account;
- Process staff expense claims and claims for additional hours worked;
- Maximise opportunities to generate income;
- Administer the Academy's lettings;
- Liaise with the Trust to ensure all income due to the Academy is collected in a timely manner;
- Oversee the financial aspects of school trips and other activities;
- Maintain the Academy's on-line payments system;
- Collect, record, reconcile and keep safe, all monies received for trips and other activities, banking monies in a timely manner;
- Maintain an inventory of the Academy's assets;
- Maintain the Academy's stock records;

- Ensure all financial records are retained in accordance with Trust requirements; and
- Co-operate with the Trust, its Responsible Officer, auditors and other external regulators.

### **Human Resources**

- Ensure the Academy adheres to Trust HR policies and procedures;
- Co-ordinate and administer recruitment processes in consultation with the Trust;
- Liaise with the Trust regarding new starters, leavers and variations to employment contracts;
- Ensure all relevant pre-employment checks are carried out in a timely manner;
- Maintain the Academy's Single Central Record, ensuring that all relevant safeguarding checks are carried out in a timely manner;
- Maintain staff absence records and assist with managing staff absence;
- Update the Academy's staff handbook and support the process of inducting new staff;
- Maintain the Academy's HR files and keep accurate staff records, in accordance with data protection and other relevant legislation;
- Prepare and submit the School Workforce Census and other HR related returns;
- Provide reports to the Trust as required.

### **Facilities and Premises**

- Assist with ensuring the Academy's premises are maintained to a high standard and compliant with relevant legislation;
- Assist with managing the Academy's facilities management contracts and other contractors.

### **Other**

- Line management as required.
- Prepare reports for, and attend meetings of, the Local Governing Body, providing advice and guidance as required; and
- Support Academy events as required.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification

	Essential	Desirable	Evidence
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Clear understanding of Financial Regulations, Policies and Procedures</li> <li>• Good working knowledge of employment legislation, best practice and schools processes</li> <li>• Initiate and manage change.</li> <li>• Ability to prioritise, plan and organise</li> <li>• Proven problem solving skills</li> <li>• Proven ability to analyse, understand and interpret relevant information and data</li> <li>• Demonstrate a high level of computer literacy including Microsoft Office Suite.</li> <li>• Thorough knowledge, including leading and management of the Schools Financial systems</li> <li>• Report creation</li> <li>• Ability to persuade, negotiate and influence others</li> <li>• Ability to develop processes and procedures</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of Application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Dealing with general HR matters e.g. recruitment, new starters, variations and leavers</li> <li>• Budget monitoring</li> <li>• Maintenance of Data</li> <li>• Assisting the management of facilities and premises</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Facility</li> <li>• Working in a secondary school</li> <li>• Line management</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of Application</li> <li>• Selection process</li> <li>• References</li> </ul>

<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Self-motivating</li> <li>• Professional approach</li> <li>• Communicate effectively orally and in writing</li> <li>• Commitment to service improvement</li> <li>• Strict confidentiality</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of Application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Business and Administration NVQ 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 in School Business Management</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_