



## **JOB DESCRIPTION**

**POSITION:** Assistant School Business Manager

**REPORTS TO:** School Business Manager (SBM)

**LOCATION:** Heathermount School

### **MAIN PURPOSE:**

The Assistant SBM is responsible for:

- Supporting the SBM with the effective operation of the day to day function of the school.
- Work collaboratively with the School Business Manager with all aspects of the development of school support functions.
- To deputise for SBM in their absence when requested by the Headteacher

### **MAIN TASKS AND RESPONSIBILITIES**

- To track and report on HR, Health and Safety and the safer recruitment process preparing reports for the Headteacher as required.
- To assist with the management of staff data stored on the school's Management Information System.
- To manage and maintain all administration of staff personal data.
- Arrange and organise interviews and carry out all required administrative procedures for the recruitment of new staff, ensuring that safer recruitment checks are carried out.
- To support the implementation of the school's health and safety policies, overseeing the school's risk assessments and storage of medication.
- Maintain the school's Single Central Register, ensuring that regular criminal record checks are carried out for all staff, governors, agency staff, contractors, volunteers and any other regular visitors to the school.
- To ensure that confidentiality is maintained where necessary.
- To play a full part in the life of Heathermount School to support its ethos and encourage students and staff to follow this example.
- To model professional behaviour at all times.
- To undertake any other duties as may from time to time be specified by the school, that is within the level and responsibility appropriate to the grade of post.
- To maintain COSHH data sheets.
- Organise and maintain annual driver and vehicle information
- Ensure that the relevant systems are a true reflection of staff absence and sickness tracking
- Liaise with the school Nurse team regarding visits for vaccinations and inform parents and staff

## **ADMINISTRATIVE**

- To assist the SBM and administrative staff to ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- To maintain both manual and computerised record and filing systems in line with audit requirements.
- Cover the main admin office during busy times or during periods of staff absence and during all school holidays
- Oversee all archiving for staff and students.
- Any other reasonable duties in line with the requirements of the role.

## **PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING**

- Participate in regular support, appraisal, and review meetings with line management. • Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role.
- Attend and participate in team meetings and any other internal or external meetings as necessary.

## **POLICIES AND PROCEDURES**

- The post holder will be expected to be familiar and comply with the written policies, procedures, and guidelines for good practice, issued by the school.
- Ensure the Health & Safety policy and procedures are always adhered to.
- Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

## **SAFEGUARDING/CHILD PROTECTION**

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

## **ETHICS AND CONFIDENTIALITY**

The school operates in a constantly changing environment and as such work priorities and objectives may change. The school reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_