



## Clore Shalom School

Hugo Gryn Way, Shenley, Hertfordshire WD7 9BL

Tel: 01923 855631

Email: [admin@cloreshalom.herts.sch.uk](mailto:admin@cloreshalom.herts.sch.uk)  
[www.cloreshalom.herts.sch.uk](http://www.cloreshalom.herts.sch.uk)

Headteacher: Mrs Gemma Blaker

**Post:** Trainee School Business Manager

**Reports to:** Headteacher

**Pay Grade:** H6

**Hours of Work:** 30 hours a week

**Contract:** Permanent

**Purpose of the Role:** To manage the administrative and finance function within our school

**Please note that this is a training role and the following responsibilities are the ultimate aim of the role when training is complete.**

### General Responsibilities:

- Office Management – to oversee people and system management in the school office
- Finance and Accounting - to ensure the efficient and accurate management of the school's finance and accounting systems, reporting to the Headteacher and Governing Body
- HR and Payroll – to ensure strategic and efficient management of the school's HR systems and policies
- Premises and Estate Management – to oversee people and system management of the premises team; to ensure the schools assets are maintained, developed and used for the good of the school and the local community
- Health and Safety – to ensure a health and safety compliant environment
- Safeguarding – to ensure the school complies with the requirements of Keeping Children Safe in Education

### Office Management:

- Develop and maintain systems of communication within the school and with wider stakeholders
- Liaise with staff, parents and carers, pupils and external agencies
- Oversee the management of stocks of supplies and consumables
- Line-manage and oversee the work of the administrative and premises staff, ensuring that they carry out their responsibilities efficiently
- Plan, develop, organise and monitor admin and support systems and procedures
- Use the school's MIS (Management Information System)
- Undertake analysis and interpretation of data, producing reports
- Provide support, advice and guidance on administrative issues
- Contribute to the marketing and promotion of the School
- Attend Senior Leadership Team and Governing Board meetings as required



Engage, Inspire, Achieve

Trust Registered Charity No: 1062730/0



**Finance and Accounting:**

- Be responsible for all accounting procedures ranging from routine transactional tasks to more strategic planning, procedures and management
- Full reconciliation at least once per month
- Ensure adherence to and provide advice on external financial regulations
- Have an oversight of all matters relating to the school's finances including cash flow, month end procedures – including VAT, income and expenditure, monitoring and reporting the school budget
- Manage annual Service Level Agreements considering their compliance to contractual conditions and recommending changes to the Headteacher if necessary
- Actively look to increase revenue and opportunities for cost savings
- Apply for and actively seek additional grants

**Human Resources and Payroll:**

- Ensure pay and rewards are accurate
- Manage the administration processes and procedures to support the recruitment, performance management, staff wellbeing, and retention of staff ensuring up to date practises are in place
- Issue all contracts of employment and changes to employment terms
- Regularly check that the school payroll (nominal roll) is correct and matches the employment records of employees and the database records

**Premises and Estate Management:**

- Line management of the school caretaker
- Ensure the necessary contracts, licences and insurances required are in place eg sickness insurance, buildings insurance, data protection
- Monitor service contracts, licenses and insurances
- Coordinate the purchase, repair and maintenance of furniture and fittings
- Manage improvement projects or refurbishments; obtain tenders, liaise with project managers, architects and building contractors
- Manage lettings and the use of the premises for the use of outside organisations and the local community and to generate income for the school

**Health and Safety:**

- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, including to the Health and Safety Governor
- Ensure the annual health and safety review and fire risk assessment is up to date

This job description sets out the duties of the post at the time of creation. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected without changing the general character of the duties of the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Knowledge / Experience required or desirable:**

- Good knowledge of ICT packages including Excel and School database systems such as Arbor
- Relevant recognised professional qualification in finance, HR or business administration
- knowledge of financial management systems
- knowledge of H&S and premises management
- NVQ Level 4 (or equivalent) in Business and Administration
- Written and verbal communication skills
- Confidentiality
- Monitoring and detail handling
- Analytical thinking
- Finance and budget management within a school
- People management
- Knowledge of the financial workings of a school
- Knowledge of the personnel requirements of a school
- Knowledge of an MIS, preferably Arbor
- Knowledge of RM finance
- Knowledge of budget management and reporting
- Some experience of budget monitoring and account reconciliation
- Experience of producing standard financial reports
- Experience of undertaking a range of clerical and administrative duties
- Some experience of HR systems, codes of practice and legislation
- Some experience of H&S and premises management
- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to produce accurate records and reports as required

- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- 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 maintain HR and associated records
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to maintain a positive and professional demeanour
- Ability to act on own initiative
- Ability to work quickly and efficiently with minimum supervision
- Ability to work strategically
- Ability to interpret information and devise policy or practice
- Diplomatic and resourceful
- Good interpersonal skills
- Independent
- Able to manage change and work under pressure
- Willingness to participate in further training and developmental opportunities offered by the school and LA, to further knowledge
- Able to demonstrate a commitment to the school vision, aims and ethos