

◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

City of Edinburgh Council Job Profile

DEPARTMENT: Children and Families
SECTION: Special Schools
POST: Business Manager
RESPONSIBLE TO: Head Teacher

PURPOSE OF THE JOB:

The Business Manager will manage delegated support services and staff within one Special School.

The Business Manager will be a full member of the management team of the school and will take responsibility for the support services element of the School Improvement Plan. A key element of the Business Manager will be to free up senior management time (to enable them to concentrate on improvement of learning and teaching within their school by undertaking the management of the support services in the school.

To provide financial, personnel and facilities management support to the Head Teacher and to ensure that the schools financial, budgetary, management information and administrative systems operate effectively.

MAJOR TASKS/JOB ACTIVITIES:

Take part in the management of the school

Take an active part in the school management team.

Undertake analysis of data, policies and procedures available within the school and externally in order to advise the Head Teacher on problem resolution and prevention, with regard support services.

Financial responsibilities

Advise the Head Teacher on all matters relating to school finances including planning and budget monitoring.

Monitor the delegated staffing and non-staffing (DSM) budgets. The total budget for one school will range up to approximately £1.2m (2005-6).

Supervise the operation of financial procedures within the school. Review financial procedures and develop and implement improvements.

Ensure that overspend on allocated budgets does not occur, that income targets are achieved and that any saving targets are met. Accountable for income generated, for reconciliation of banking and for all financial transactions. Authorise cheques, certify invoices and respond to/rectify any problems which occur with suppliers. Maintain accounts for school funds, excursions, petty cash etc.

Personnel responsibilities

Co-ordinate all advice and personnel practice within the school and when required with Headquarter Personnel staff.

Undertake investigations and application of disciplinary and grievance procedures, where appropriate, taking advice from Headquarter HR staff as required.

Operate the Council's Managing Sickness Absence Procedure for all staff within the school including the implementation of occupational health recommendations.

Operate the leave system for support staff.

Maintain staff records (teaching and non-teaching) and ensure that Headquarters sections are advised of the movements and changes in circumstances of staff which affect their terms and conditions of employment. Ensure that staffing budgets are appropriately amended as a result of staff movements.

Prepare job specifications, job descriptions and appropriate draft advertisements for all posts in the school when vacancies arise. Arrange and participate in the recruitment process for such posts as appropriate and in accordance with Council procedures.

Co-ordinate and liaise (in appropriate schools) with Facilities Management (FM) staff or with the Council's Client Services team on matters relating to those ancillary staff in the school.

Support staff management

Manage delegated support staff.

Undertake staff selection, training, organisation, allocation of duties, discipline, welfare and working patterns as appropriate.

Implement Performance Review and Development Procedures for appropriate school staff.

Management information

Develop systems to fulfil management information requirements of the school(s) and central Children and Families Department.

Provide school returns, other statistical information and Performance Indicator data required by the Council, SEED and other external agencies. Ensure required accuracy and quality of information supplied.

Ensure accurate and complete personnel statistics and pupil roll numbers are maintained and reports prepared for central Headquarters personnel as required.

Manage support services

Take responsibility for the support services element of the School Improvement Plan.

Manage the operation of the schools computer-based administrative systems - handling items such as admissions, placing requests, class/course allocation, registration, assessment, national testing and SQA administration, exam invigilation, pupil absence, exclusions, transfers, leavers, staffing and also word processing services and library services.

Responsible for the delivery of effective administrative/support function within the school to include reception, telephone duties, reprographics, filing.

Provide training to support staff and teachers where appropriate in the computer based and other systems used within the school.

Ensure the provision of administrative support in relation to pupil welfare requirements, including support of guidance staff with routine documentation and information dispersal.

Monitor response of BT Syntegra Help Desk to repair requests.

Act as Safety Officer for the school. Ensure that school buildings and grounds are in a safe condition at all times and that safety procedures are reviewed on a regular basis. Maintain a detailed knowledge of the relevant Health and Safety legislation. Maintain links with Headquarters health and safety staff.

Liaise with Client Services/FM partner Help Desk to notify property and maintenance problems arising. In non-PPP schools, manage the maintenance budget in close liaison with Client Services. In PPP schools monitor response of FM partner to maintenance requests.

Co-ordinate, in liaison with Pupil Transport Section, the provision of free travel for pupils between home and school.

Act as the budget holder for the central office per capita and for specific support staffing and the overtime budget. Ensure that these budgets are properly managed and to be accountable for any expenditure incurred.

Ensure that school equipment is properly maintained and that inventory records are established, managed and properly maintained.

Assist Parent Council/School PTA as required.

Co-ordinate submission of appropriate financial returns to the Client Officer and Finance Section.

Ensure cover is arranged for classroom staff, administrative and manual staff.

Administer out-of-school visits/work experience/visiting groups.

Responsible for the letting of the school premises to outside organisations and school staff.

Ensure the administration of the school meals service.

Act as keyholder as required.

Other duties arising and pertaining to the post.

RESPONSIBLE FOR:

The postholder will manage the support staff within one special school. Average numbers supervised will be as follows:

Service Support Officer GS Grade 1
School Administrator GS Grade 3 / AP1

The Business Manager has no line management responsibility for the Nursery Nurses, Classroom Assistants and Special Needs Auxiliaries, but will advise the Head Teacher on training and development opportunities for support staff, and their deployment in fulfilment of the School Development Plan. The postholder will manage the work of these staff when carrying out administrative work.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

EMPLOYEE SPECIFICATION:

Council Core Competencies

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| <p>These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making</p> |
| <p>These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity</p> |

| Business Manager (Special Schools) | Essential | Desirable |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------|
| Experience | Proven experience of personnel matters and/or finance/budget management Proven experience of staff management | |

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| <p>Knowledge, Skills and Understanding</p> | <p>Ability to interpret and implement Council policies and procedures</p> <p>Ability to work autonomously and take informed decisions</p> <p>Ability to manage change, to introduce new initiatives and revise systems and processes</p> <p>Proven organisational skills</p> <p>Well developed verbal and written communication skills.</p> <p>Demonstrable analytical skills</p> | <p>Knowledge and understanding of Personnel and/or Finance policies and procedures</p> |
| <p>Qualifications and Training</p> | <p>Educated to at least HNC level in a business related subject</p> <p>Ability to use spreadsheets and computer packages</p> | |
| <p>Job Specific Requirements</p> | <p>Ability to manage disciplinary, grievance and absence management cases</p> <p>Ability to delegate and allocate work effectively</p> <p>Ability to deal with people at all levels and to establish good working relationships</p> <p>Ability to lead a team and develop/motivate staff</p> <p>Confidence and maturity to deal with demanding and complex issues in an environment</p> | |

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| | Creative problem solving skills | |
| Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy. | | |