

Cottenham Primary School

JOB DESCRIPTION

ASSISTANT SCHOOL BUSINESS MANAGER – FINANCE, HR and HEALTH & SAFETY

Cottenham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment

MAIN PURPOSE OF THE JOB

To support the school, its pupils, Headteacher and Governing Body by making an active contribution to the day-to-day Finance, HR, Health & Safety and Procurement functions of the school and take a lead role and oversee an effective first aid provision within the school.

ACCOUNTABLE TO

School Business Manager

AREAS OF RESPONSIBILITY

Finance:

1. Ensure invoices are accurately raised and paid in a timely manner as per financial procedures. Ensure the timely preparation of invoices for fees due to the school, eg. for lettings.
2. Locating, collating, analysing and presenting basic numerical information, as required
3. Respond, file, distribute or escalate all the emails through the finance@cottenham.cambs.sch.uk email address
4. Initiate BACS payments in accordance with school financial regulations

Procurement:

1. In conjunction with the Office Manager, review and agree premises service level agreements
2. Effective management and deployment of the school's administration budget, procuring office equipment and services and observing best value
3. Assist the School Business Manager in procurement, ensuring that the school achieves value for money, and adheres to policies and procedures relating to purchase of goods and services

Personnel:

1. Assist the School Business Manager with all personnel administration tasks within the school, maintaining accurate personnel and payroll records via the EPM Portal and ensuring effective security of both manual and computerised data
2. Process supply time sheets & overtime claims

3. Record and monitor all staff absences, reporting any concerns to the School Business Manager, maintaining up to date records on the EPM Portal
4. Responsible for the completion and submission of the annual workforce census, ensuring accurate recording of staff and their roles, teacher qualifications, staff ethnicity and all sickness absences
5. Prepare recruitment material for all posts, place advertisements and ensure the administrative task associated with interviews are completed for example copying application forms for short-listing and interviewing panels, informing candidates of interview arrangements
6. Ensure that new personnel are onboarded & inducted effectively, co-ordinating training as necessary
7. Ensure confidentiality of information is maintained
8. Keep record of and book all CPD for the school.
9. Chase up on outstanding online training and periodically prepare a report of all outstanding training to the SLT.

Health & Safety:

1. Act as the school's Health & Safety Co-ordinator and Fire Officer
2. Plan, instigate and maintain records of fire practices and alarm tests
3. Ensure the school's written Health & Safety Policy is clearly communicated and available to all personnel
4. Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on Health & Safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the SLT, Governors, and where appropriate, the HSE
8. Ensure the maximum level of security consistent with the ethos of the school
9. Complete and review risk assessments

First Aid Lead:

1. Responsible for the welfare of those taken ill or injured at school, being the first point of contact for medical emergencies
2. Responsible for the welfare of pupils with specific medical conditions, involving day-to-day health planning and/or administering medication where appropriate
3. Recording and reporting accidents and illness in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding)

4. Liaising with staff and parents
5. Liaising with emergency services as required
6. Liaising with support services - e.g. school nurses or SENCO
7. Administration of the medical room and first aid equipment, and maintaining supplies
8. Monitoring and co-ordinating staff first aid training and associated records
9. Liaison with Class Teachers regarding pupil medical information and needs
10. Providing suitable first aid kits for off-site school trips and in-school events
11. Maintaining pupils' personal medications and the school's emergency asthma inhalers & AAls, ensuring appropriate storage and monitoring of expiration dates
12. Reviewing the school's first aid needs, protocols and policies, including identifying and logging any sources of evidence or information, where relevant.
13. Monitoring and weekly testing of both defibrillators on the school site.

Administration:

1. Complete lunchtime registers, ticking off names of the children who have opted for a school meal and following up with those children who do not appear. (This is a shared responsibility with the other members of the Office team and amounts to 1 x 1.5 hour lunchtime duty per week)
2. To provide efficient administrative support for the SLT, prioritising, allocating, managing and monitoring work
3. Ensure that good relationships are maintained with parents, staff, governors, contractors, representatives from the LA and all other visitors to the school
4. Undertake any other relevant duties as required by the School Business Manager, including special projects.