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| C:\Users\eneacy1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Screen Shot 2015-06-16 at 11 15 38.png | Job Description**Assistant Business Manager**PO1 or PO2 depending on experience**Actual Salary Range - £28,764 – 33,868****30 hours per week – 7am start (at least 3 /4 days per week)****39 Weeks per year** |

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| **Responsible to: School Business Manager** **PURPOSE:**To assist the school business manager with the management, planning and development of support services – including, financial management, health and safety and premises management, business development, human resources, compliance and cover management and administration. The main area of this role is to lead on administration and health and safety within school and provide assistance in the wider school business manager roles**MAIN ACTIVITIES AND RESPONSIBILITIES:****Key Duties** * Line management
* Manage the recruitment and selection, induction, line management, performance management, appraisal and professional development of posts within your line management
* Oversee and undertake all operations or administrative functions of the school, maintaining a high standard of accuracy and attention to details
* Manage the school’s administrative functions through planning, design, development and monitoring of the most efficient administrative systems and procedures with attention to safeguarding and GDPR legislation
* To manage the cover administration process within school, including daily allocation of cover, forward planning, management of working relationship with agencies and authorisation of agency timesheets
* To manage health and safety and compliance management within school
* To assist in the procurement process, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* To support the business manager with identifying business development opportunities and providing support with grant applications
* Support the development of the school’s letting offer
* Support the Educational Visits Co-ordinator – support the quality assurance and management of educational visits
* Support the business manager in contract management of the catering and cleaning function

Health and safety* With the school business manager and premises team, supervise the maintenance of the school site, emergency works, health and safety and capital works
* Procurement of maintenance contracts and emergency/reactive works
* Manage the school’s compliance with health and safety regulations, update risk assessments and put in place processes and procedures to ensure the safety of all in the school
* Maintain the register of compliance checks
* Review and update all Health and Safety related policies
* Oversee accident reporting, investigation and reporting of accidents
* Organise health and safety training for staff and maintain all training records for H&S compliance
* Ensure the school health and safety notice board is updated
* Liaise with school Health and Safety Governor school committee
* Ensure health and safety updates are communicated to staff

Compliance* Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Track all school policies and ensure they are updated in accordance with the policy review schedule
* Ensure the school website is updated with policies
* Monitor and update the risk register

Administration* Oversee administration processes within school
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for SLT
* Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

**General Duties*** To maintain personal and professional development as appropriate to the post
* To undertake such duties as may be reasonably required and which are consistent with the general level of responsibility of the post
* Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Headteacher |

**CONDITIONS OF EMPLOYMENT:**

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

# EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

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| **I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.** |
| **Name:** | **Signature:** |
| **Date:** |  |