

## Milton Keynes Council – Role Profile

Role Title: **School Business Support L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0782**

Grade: **E**

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### Purpose of job

Deliver a comprehensive administrative support package, including budgetary responsibilities, to the school under the direction or guidance of the Head Teacher or other designated person.

### Key Objectives

1	Contribute to the planning, development and organisation of support service systems/procedures/policies
2	Analyse and evaluate data/information and produce reports/information/data as required.
3	Complete and submit complex forms, returns etc., including those to outside agencies
4	Undertake the administration of personnel administration such as Payroll systems, CRB checks
5	Monitor and manage stock within an agreed budget, assisting with procurement, cataloguing resources and undertaking audits as required.
6	Supervise the work of other admin staff as appropriate.
7	Assist with the planning, monitoring and evaluation of the school budget
8	To handle cash, in line with the school's finance policy, which may include collecting and recording money from pupils, parents/carers

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- ✓ Supervise, train and develop staff as appropriate.
- ✓ Provide personal, administrative and organisational support to other staff
- ✓ Manage manual and computerised record/information systems.
- ✓ Undertake research and obtain information to inform decisions
- ✓ Assist with procurement and sponsorship
- ✓ Assist with marketing and promotion of the school.
- ✓ Manage administration of facilities including use of school premises.

## **Work Profile**

- ✓ Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school.
- ✓ Assist with the planning and development of support services as appropriate, providing advice and guidance to colleagues on administration matters.
- ✓ This will include supervision of staff and an agreed budget.
- ✓ Undertake typing and word-processing and complex IT based tasks.
- ✓ Undertake complex financial administration procedures
- ✓ To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✓ Participate in training and other learning activities and performance development as required
- ✓ Contribute to the overall ethos/work/aims of the school
- ✓ Attend relevant meetings
- ✓ To maintain confidentiality

## **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		A	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience		D	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role		E	
<b>Qualifications</b>	Recognised business/admin qualification to NVQ3 level	X		A
<b>Skills / Experience</b>	Experience of computer based financial management systems and proficiency in standard IT packages, particularly word processing and spreadsheets		X	I, R
	Supervision of admin team(s)		X	I, R
Competencies		Level		Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area		A	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements		S	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	
<b>Planning and organising work</b>	Ability to respond appropriately to changing demands and deadlines in accordance with school priorities.		X	I
<b>Planning capacity and resources</b>	Ensuring routine tasks and small projects are appropriately resourced.		X	I
<b>Influencing and interpersonal skills</b>	Encouraging others to provide assistance or information in a timely and competent manner.	X		I
	Providing advice to pupils, parents, colleagues and others in relation to school policies and procedures.		X	I
<b>Using initiative</b>	Dealing with day to day administrative issues within laid down and agreed guidelines as set by the HT or senior staff.	X		I
<b>Working independently</b>	Making decisions about day to day issues without recourse to HT or senior staff. Major problems escalated as appropriate.		X	I
<b>Managing people</b>	Responsibility for team outputs and allocation of duties.		X	I
<b>Managing resources</b>	Day to management of the school's financial procedures to ensure compliance with internal and external regulations.		X	I, R
	Budget monitoring and reporting		X	I, R
<b>Managing risk</b>	Awareness of school and personal obligations in relation to child protection, health and safety, confidentiality.		X	I
<b>Managing oneself</b>	Awareness of opportunities for personal development.		X	I