



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Cardinal Heenan Catholic High School

Job Description

Postholder	Assistant School Business Manager
Line Manager	School Business Manager
Salary	C3 pts 19 – 22 (£27,852- £29,439) pro rata
Details of Appointment	37 hours per week term time only plus 10 days 8:00 am – 4:00pm Monday – Thursday and 8:00am to 3:30pm Friday
Job Purpose	<p>To work alongside key members of staff to provide a business and operations service to a range of internal and external stakeholders.</p> <p>To provide support to the School Business Manager in aspects of school management, including Finance, HR, Cover Health and Safety.</p>
Key Tasks	<ul style="list-style-type: none"> • Raise purchase orders ensuring authorisation in accordance with financial regulations. • Process invoices/credit notes, matching orders/delivery notes and investigation of any discrepancies with suppliers. • Maintain an up to date Asset Register. • Maintain the school's central stationery store stock and supplies, cataloguing and distributing as required. • To coordinate the administration of the extra- curricular musical instrument tuition scheme and Parental Voluntary Contributions. • Ensure reprographics equipment is in good working order and arrange for repairs and servicing as required. • To assist with the arrangement of educational visits and events such as school immunisations, school photographs and parents' evenings. • To ensure the school minibuses are maintained and serviced in accordance with guidance. Maintain minibus driver records ensuring compliance with regulations. • Daily communication across the school, including briefings, daily notices and ensuring that our site team are aware of school events. • To provide general administrative support to the HR Manager. • To maintain staff HR files ensuring compliance with safer recruitment and GDPR.

	<ul style="list-style-type: none"> • To assist in the administration of all staff cover arrangements on Sims. • To administer any temporary room change requests on Sims. • To collate leave of absence and training request forms and record on Sims. • To carry out back to work interviews ensuring all records are up to date and liaise with the HR Manager • Coordinate the administration of Health and Safety in school, including ensuring that all school owned equipment is maintained and tested as required and training is recorded. • Coordinate first aid administration. • To organise the Lunchtime Supervision Rota and associated pay claims. • To assist the SLT in the management of evacuation/invacuation procedures, building usage and fire plans. • To support the GDPR Officer to ensure all practice adheres to data protection law. • To attend and participate in relevant meetings as required and take notes at meetings. • Maximise income generation for the school. • To communicate effectively with internal and external customers in relation to work undertaken.
<p>Other Tasks</p>	<ul style="list-style-type: none"> • The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating. • The post holder will proactively take part in the school's appraisal process. • To observe confidentiality at all times. • Able to work flexible hours to cover peaks of work volume over busy periods. • To ensure high standards of professional appearance in line with the school's dress code. • Ensure promotion and support of Equal Opportunities and Health & Safety. • To Undertake any tasks commensurate with the scale and responsibility of the post as directed by the Headteacher. • To commit to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines. • To follow school policy in relation to all prescribed areas.