

Job description

Job title: Support Services Manager (Non Secondary)
Job ref: XS 9.4 (a)
School:
Grade: Dorset Grade 9
Reports to: Headteacher

Main job purpose

The postholder will play an important role in the development, implementation, monitoring and maintenance of a range of services supporting the education delivery to pupils and whole school improvement.

The postholder is responsible for the effective management and development of financial, administrative, secretarial and reprographic and premises related services.

The postholder may be required to act also as the Clerk to the Governors.

Main responsibilities and duties

Financial Management

- To monitor expenditure and other financial commitments against budget and manage the accounts of the school and to advise the Headteacher, SMT, Department Heads or LA, as appropriate, of any significant variation from the agreed financial strategy or approved budget and prepares proposals/recommendations to correct variations.
- To report periodically to the Governing Body as to the financial position of the school and to advise as to the opportunities for further development of income generation/budgetary savings.
- Authorises the purchase of supplies and equipment within the budget and approves the purchases of Heads of Department within the financial/budgetary limitations, lettings and other uses of the school's premises in accordance with the policy of the school or approved by the Headteacher/Governors.
- To supervise the finance staff and direct the work of such staff as required in the receipt of cash, reconciliation of accounts, orders and purchases.

Office Services:

- To advise and guide the headteacher, SMT and Governors as to the development of finance/administrative systems within the school's integrated ICT development plan and in conjunction with the ICT manager advise Head on the integrated use/bids for complementary development of systems within County Council guidelines.
- To report periodically to the Headteacher, SMT Governors and LA service performance information, statistical information and undertake the completion of regulatory/statutory and other LA returns and arrange the minuting of meetings, as required.
- To lead, manage and direct, as appropriate, administrative, secretarial and clerical service personnel within the terms of the school's adopted scheme of performance management and to deploy staff as needed to respond to changing patterns of service demand.
- To manage the training, development, work standards, attendance and discipline of all support service personnel.

Premises Related Services:

- To advise and guide the Headteacher, SMT and Governors as to the general insurance, maintenance and development of the school site, premises and related services; and advises the Head on the formulation of bids for major capital development funding.



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- To lead and manage the premises services and to direct and deploy personnel within these services as appropriate and in response to changing patterns of service demand.
- To monitor the use of premises and to survey and/or to receive and act on reports from the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the County Council.
- To Invite tenders for maintenance and services and advise the Headteacher/Governors appropriately; to monitor contractors' performance within contract, recommending termination/renewal and signing off work completed to the standards determined to the headteacher.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

A relevant and formally recognised management, financial, administrative or equivalent professional qualification is desirable, together with substantial experience of managing financial and/or administrative and office services within a large and diverse organisation. Qualification in education management would be advantageous.

A working knowledge of ICT system use, and application is desirable. Basic computer competence in spreadsheet data management is essential.

Effective and well developed interpersonal skills are considered essential as are well developed administrative and organisational skills.

Supervision & management

The postholder will work under the general direction of the headteacher/Governors. The postholder will be required to directly supervise personnel within the identified areas of support services and generally all personnel within one of the services (eg office or finance) – not normally more than 15 staff. The postholder is responsible for the effective management of all personnel within the defined services

Problem solving and creativity

Deals with problems regarding disposition of workload, deployment of personnel, allocation of service provision and routine performance management and staffing issues, without reference to the Headteacher/SMT members.

Key contacts & relationships

Daily contact by telephone/face-to-face with Headteacher/SMT members, pupils and parents and regular contact with Senior Governors (Chairman and Committee Chairs)/LA officers/contractors and suppliers. Other contact with DfES and other central government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.

Decision making

Organises and/or undertakes the recruitment of designated personnel within the approved establishment of the school, and together with the headteacher/Governors appoints other designated senior personnel within the support services of the school.

Identifies training and development needs arising from overall management of the school's scheme of performance management for support staff, prioritising and approving/ recommending to the headteacher planned development and training in accordance with service strategy.



Resources

Office PC, scanner, printer and other computer related peripherals.

Working environment

Busy office environment.

Predominantly the postholder will work within an office environment but will be required to undertake site inspections on a regular basis. Occasionally will be required to lift packaged paperwork.

Approval			
Prepared by	Chris Matthews	Date	April 2005
Designation	Pay and Reward Manager		

