

JOB DESCRIPTION

Budget/Establishment/Unit:	Directorate Children and Young People MOD Schools (DCYP MOD Schools)
Branch/Department:	Attenborough School
Location:	Sennelager
Post Title:	Assistant School Business Manager (ASBM) (m/f)
Grade:	CS4A (35 hours pw)
Responsible to:	School Business Manager (SBM)
Vetting requirement:	Cat 3 & DBS

1. GENERAL

The Assistant School Business Manager (ASBM) provides onsite effective and efficient financial and administrative support to the School Business Manager and the Headteacher. Deputise for the SBM in his/her absence especially relating to the school budget and all related tasks. Supports the maintenance of the public funded Imprest account, non-publically funded school fund, Extended Day-Care and school lunch payments in accordance with MOD policy and procedures. Ensures that the administrative assistant's tasks are covered in their absence to promote business continuity.

2. MAIN DUTIES

- a. Deputise for the SBM when necessary ensuring business continuity in all areas especially the school budget.
- b. Provide the SBM with a range of budgetary and financial information as required.
- c. Maintain the public fund imprest account ensuring that all tasks are completed in accordance with MOD finance policies and practises.
- d. Carry out physical collection of funds from the Regimental Accountant.
- e. Undertakes all relevant training to prepare ePC logs for all card holders.
- f. Obtains market research to ensure best value whether on local purchase or through enabling contracts.
- g. Responsible for purchasing for the main school and FS setting and entering all the relevant data onto the Forecast of Overture.
- h. Accurately record data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring financial deadlines are met.

i. Maintain the non-public account for the main school and FS setting (for example school uniform, residential money and photographs) in accordance with MOD financial policies and practices including reconciliations of statements.

j. Together with the administrative team, supervises the issue of expenditure stores, stationary and cleaning materials and reorders as directed by the Headteacher or SBM. Supervises regular checks on expendable stores to ensure correct stock levels are maintained.

k. Manage the school meal accounts for both pupils and staff. Collection and receipting of monies and payment of all external invoices pertaining to school meals. Recovery of debtors monies and accurately records all receipt and payment activity on Cash Office.

l. Collates all Extended Day Care information monthly for the FS settings and corresponds directly with HQ SCE.

m. To initiate and maintain contact with any outside agencies as may be necessary to ensure the smooth running of the school and to ensure good working relationships with those agencies.

n. Support the booking of staff travel using HRG when authorised by the HT/DCYP.

o. Manages the administration for pupil admissions and leavers.

3. OTHER DUTIES

a. On request of the employer, he/she must attend courses which are suitable to improve his/her professional skills.

b. Is required to deputise for other personnel during their absence as directed by the employer.

c. Undertake first aid duties.

d. Carries out for the lesser part of the total working hours any other reasonable duties, which are within the scope of the employer's right of directive.

4. DRIVING OF DUTY VEHICLES

Possibility of driving duty vehicles, provided he/she holds the necessary driving licence and FMT 600.

5. OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS

a. Must work overtime on request of the employer.

b. Must perform work on any day of the week and Public Holidays on request of the employer.

6. SHIFT WORK/ROTATING SHIFT WORK

Regular shift work or rotating shift work is not a feature of the employment.

7. ON-CALL DUTIES

The relevant provisions of the CTA II are applicable.

8. MEDICAL

A medical examination is not a prerequisite for this employment. However, must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE

a. Essential:

(1) Professional qualifications/experience:

- Finance qualification or relevant experience.
- Excellent numeracy and literacy skills.
- Sufficient knowledge of IT equipment and the ability to use standard Microsoft based programs (extensive experience of Microsoft Excel).
- Experience of working in a busy office.

(2) Other competences:

- Ability to work in a well organised, accurate and reliable manner.
- Ability to deal with adversity and to work to tight deadlines.
- Ability to interact with people and management at all levels.
- Handling money and close attention to detail with figures.
- Excellent organisational skills.
- A sense of humour.
- Understanding and commitment to the ethos and values of the school.
- Would enjoy working in a child-friendly environment.
- Excellent interpersonal skills.
- Ability to work unsupervised and use own initiative.
- Discretion/confidentiality.

b. Desirable:

- School qualifications, GCSE or equivalent.

- Other relevant qualifications to the post applied for e.g. ECDL, IT courses.
- Previous experience of working within a school and/or with children.
- First Aid qualification.
- Class B driving licence.

10. HEALTH AND SAFETY AT WORK

Is obliged to take care of his/her own safety and health at his/her place of work within his/her ability and in accordance with the instructions and orders of the employer. Furthermore, he/she is also obliged to take care of the safety and health of persons, who are affected by his/her actions or omissions at work. Within the frame of the aforementioned rules he/she is especially required to use machinery, equipment, tools, working substances, working materials, transport aids and any other working aids as well as protective equipment and the issued personal protective equipment in accordance with the requirements. He/she is to report any direct and considerable danger to health and safety as well as failures of the safety systems to the employer or the relevant supervisor without any undue delay.

11. REDEPLOYMENT WITHIN THE GARRISON

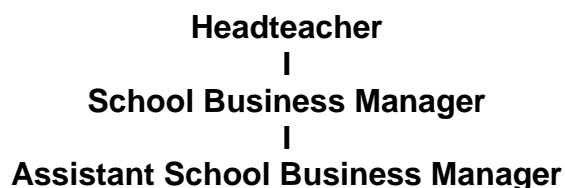
The employee may be redeployed to any unit/department in **Sennelager** within the employing agency **LSU HQ Sennelager Garrison** or temporarily detached to a different employing agency.

12. TRAVEL EXPENSES

The employee is not entitled to payments for miles driven to and from place of work to residence. If the employee is required to perform his/her duties outside the **Paderborn** area he/she will be entitled to travel claims in accordance with the current regulations.

13. ORGANISATION CHART

The post holder's position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff. A change of the organisational chart upon a reorganisation, a redeployment or addition to staff will not require a notice to change of employment contract. The post holder will be given a new organisation chart upon the change.



British Army Germany is fully committed to providing a working environment that is free from abuse and harm. We actively promote a free and safe culture,

promoting the welfare of children and vulnerable persons within all of our work environments by clearly identifying and communicating the roles and responsibilities within the organisation and engaging with children, vulnerable persons and staff, in policy and practice development. Furthermore, we proactively encourage feedback and apply a zero tolerance to any form of abuse and harm.

Date

Signature Employee