

REPORT TO: EDUCATION COMMITTEE - 11TH JUNE 2007

REPORT ON: BUSINESS MANAGER POSTS IN SECONDARY SCHOOLS

JOINT REPORT BY: DIRECTOR OF EDUCATION AND ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO: 325-2007

1.0 PURPOSE OF REPORT

1.1 This report seeks approval to establish a Business Manager post at Craigie High School as a first step towards establishing such posts in all secondary schools.

2.0 RECOMMENDATIONS

2.1 It is recommended:-

- 2.1.1 that a post of Business Manager be established at Craigie High School. A job description for the post is attached to this report (Appendix 1);
- 2.1.2 that the post should be graded at PO1-4 (spinal points 35 to 38) currently £27,714 to £30,084;
- 2.1.3 that the current vacant Depute Head Teacher post at Craigie High School remain vacant and that the management time available to the remaining posts be increased as detailed in appendix 2 to this report. This change in management structure to be kept under review by the Director of Education who may reinstate the post if necessary; and
- 2.1.4 the Director of Education be authorised to appoint additional Business Manager in posts in other secondary schools if financial savings can be identified by the Director of Education and Head of Finance.

3.0 FINANCIAL IMPLICATIONS

3.1 The cost of implementing this proposal in Craigie High School in a full financial year is £12,768 (see attached Appendix 2). The additional cost in financial year 2007-2008 is £7,980 and can be met from the Education Revenue Budget, secondary education staff costs.

4.0 SUSTAINABILITY POLICY IMPLICATIONS

4.1 There are no local sustainability policy implications arising from this report.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 There are no equal opportunities implications arising from this report.

6.0 BACKGROUND

6.1 The report of the Committee of Inquiry into professional conditions of service for teachers chaired by Professor Gavin McCrone included a recommendation "that all schools of over 500 pupils should have a Senior Administrative Officer reporting to the Head Teacher at comparable level to senior teaching staff in the school". The appointment of Senior Administrative Officers would be intended to make it possible for the senior teaching staff to spend more time on learning and teaching related activities.

6.2 The Agreement "A Teaching Profession for the 21st Century", which was reached following the Committee of Inquiries report, included recommendations on the appointment of additional support staff. Specific mention was made on the creation of Bursar (Business Manager) posts. A significant number of Education Authorities have proceeded to implement this part of the Agreement by appointing Business Managers in their secondary schools.

6.3 Following this Agreement, the Education Department considered a revised promoted post structure for secondary schools. A sub group of the Dundee Negotiating Committee for Teachers recommended a structure for implementation on a pilot basis commencing in August 2005 and subject to review after two academic years. The structure proposed recognised that there is a significant role for an administrator on a school's senior management team. It was envisaged that the creation of the post of Business Manager would add additional management expertise and support particularly in the areas of Finance, Property and Human Resources.

6.4 There was considerable debate during consultation within the department on the merits of appointing additional support staff in secondary schools at a senior management level as opposed to increasing the number/hours of support staff within the existing secondary school support staffing structure. It was the clear view of the Department's Management Team and Secondary Head Teachers that the introduction of posts at senior management level within schools was a priority to achieve the changes envisaged in the Agreement and that these posts would have a key role in fully developing the provision of support services within the school.

6.5 Unfortunately as a result of financial stringencies it was not possible to proceed with a revised promoted post structure for secondary schools or with the establishment of Business Manager posts.

6.6 While the Council's financial position is still challenging, the Department in striving to focus on the raising of attainment, would wish to proceed to appoint a Business Manager post in every secondary school when funding can be identified.

7.0 PROPOSALS

7.1 A Depute Head Teacher post at Craigie High School is about to become vacant. Following discussion with the school's Head Teacher it is proposed that this vacancy is not filled at present and that adjustments are made to the management time available to the remaining Depute Head Teachers (as detailed in the appendix to this report) to facilitate the appointment of a Business Manager.

7.2 As it is anticipated that the appointment of the Business Manager will have a positive impact on the school's ability to focus resources more effectively on raising pupil attainment that every effort be made to identify resources to fund the roll out of Business Manager posts across the City's secondary schools..

8.0 CONSULTATION

8.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the Assistant Chief Executive (Management). The trade unions have also been consulted on the terms of this report.

9.0 BACKGROUND PAPERS

9.1 None.

ANNE WILSON
Director of Education

24th May 2007

AW/AHW/DD

APPENDIX 1

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION - EDUCATION DEPARTMENT****IDENTIFICATION**

Post Title:	Business Manager (Secondary)	Post Ref.:	
Section:	Schools	Grade:	PO1-4
Responsible to:	Head Teacher		
Responsible for:	School Support Staff		

JOB PURPOSE

To manage all aspects of the school's administration and to support the Head Teacher in the conduct of the school's affairs. An essential element of the remit will be responsibility for the oversight and development of the school's management information systems. The Business Manager is a full member of the school management team. In particular the Business Manager will be responsible for the management, delivery and development within the school of:

- budget management and financial planning
- support services
- support staff
- pupil records
- statistical reporting
- personnel policies, procedures and records

PRINCIPAL WORKING CONTACTS

1. Senior Management Team
2. Teaching Staff
3. Support Staff
4. Facilities Staff
5. Outside Organisations
6. Personnel Department
7. Staffing/Payroll/Finance/School Support Sections

MAIN DUTIES**BUDGET MANAGEMENT AND FINANCIAL PLANNING**

Advise Head Teachers and schools management on all matters relating to school finances including planning and budget monitoring. Ensure effective compliance with council policy on financial matters, including the application of Council Standing Orders, Finance regulations and the Scheme of Devolved Management in Schools.

To include:

- Maintain effective internal controls to ensure all expenditure is properly accounted for, all income due is received and the assets of the authority is secured.
- Maintain proper, accurate and complete accounting records for school finances and school funds and report on financial performances at regular intervals to school senior management.
- Ensure maintenance of school financial systems. Undertake regular reviews of systems and undertake appropriate development.
- Ensure monthly reconciliation of school systems to central council systems where appropriate.
- Undertake allocation and control of the annual revenue budget voted by Act of Council including the application of budget virements between expenditure heads. Budget includes staffing, premises, supplies and services, transport, examination costs.
- Undertake accurate monitoring of expenditure and income in relation to all budget heads and advise senior management on remedial action to control any potential budget overspends.
- Organise and maintain effective control over all purchasing activity including ordering, receipt of goods and invoice payment, ensuring compliance with the Council's tendering procedures.
- Liaise with appropriate Council personnel on financial matters. Ensure provision of complete supporting records to verify financial transactions as required by these staff. Liaise with external agencies as appropriate and attend meetings as required.
- Take part in review and development of service-wide financial systems and procedures relevant to schools in liaison with Education Finance section.

SUPPORT SERVICES

Liaise with the Head Teacher and Depute Head Teacher on all aspects of management support.

To include:

- Take responsibility for the support services element of the School Development Plan.
- Liaise with the Facilities Co-ordinator and Property Services over aspects of property maintenance.
- Manage the provision of school administration, office and reception services.
- Co-ordinate support to School Boards.
- Ensure that school equipment is appropriately maintained and that adequate levels of supplies are available for teaching and support service requirements.
- Liaise with IT Department to ensure the provision of suitable technical and ICT support to teachers.
- Act as Safety Officer for the school. Maintain a detailed knowledge of the relevant Health and Safety legislation. Maintain links with the Council's health and safety staff.
- Manage the provision of school Learning Resource Centre services and technician support.
- Ensure classroom cover is arranged.
- Manage all aspects of school transport.

- Manage the administration of all school excursions.

SUPPORT STAFF

Manage all support staff.

To include:

- Undertake staff selection, training organisation, allocation of duties, discipline, welfare and working patterns.
- Operate the Council's Absence Management Policy for support staff.
- Undertake investigations and application of disciplinary and grievance procedures, where appropriate.
- Implement Staff Development and Review procedures for appropriate school staff.

PUPIL RECORDS

Liaise with the Head Teacher, Depute Head Teacher and other staff with responsibilities for managing pupil records.

To include:

- Manage the administration of SQA examination and appeal diets ensuring timeous return.
- Manage the administration of the school's reporting system.
- Manage the administration of school admissions and placing requests.
- Manage the administration of exclusions.

STATISTICAL REPORTING

Ensure accurate and timeous reporting of all statistical returns.

To include:

- Provide school returns, other statistical information and Performance Indicator data by the Council, SEED and other external agencies. Ensure required accuracy and quality of the information supplied.
- Ensure accurate and complete personnel statistics and pupil roll numbers are maintained and reports prepared for the Authority as requested.

PERSONNEL POLICIES, PROCEDURES AND RECORDS

Undertake day-to-day management and co-ordination of all personnel management matters devolved to the school, other than those decisions which must be retained by the Head Teacher eg. disciplinary decisions relating to teaching staff.

- Ensure compliance with statutory legislation and Council Policies and procedures within the school.
- Co-ordinate all advice and personnel practice within the school and when required with Education Personnel staff.
- Operate the Council's Managing Sickness Absence Procedure for staff within the school, including the implementation of occupational health recommendations.
- Advise senior managers in all aspects of personnel matters as they relate to industrial relations within the school where appropriate.
- Co-ordinate and liaise with Facilities Management staff or with the Council's Client Services team on matters relating to those ancillary staff in the school.
- Liaise with the staff development co-ordinator to develop and deliver training and briefing sessions, or otherwise arrange training to address identified requirements.
- Take part in review and development of service-wide personnel policies and procedures relevant to schools, in liaison with Council personnel.
- Work with senior staff from schools and Council personnel to share best practice.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared:

Authorised:

APPENDIX 2

CRAIGIE HIGH SCHOOL

BUSINESS MANAGER POST

Agreed Staffing as at March 2006

	FTE	Periods	Total
HT	1	0	0
DHT	1	3	3
DHT	3	15	45
PTS	17	173	337
PTG	6	18	108
Teachers	34.4	24	825.6
SubTotal	62.4		1318.6
3% Cover	1.88		
1% Flexibility	0.63		
ASC	0.20		
ICS	0.85		
TOTAL FTE	66.0		

Proposed Model

	FTE	Periods	Total
HT	1	0	0
DHT	1	0	0
DHT	2	3	6
PTS	17	173	337
PTG	6	18	108
Teachers	36.15	24	867.6
SubTotal	63.15		1318.6
3% Cover	1.90		
1% Flexibility	0.64		
ASC	0.20		
ICS	0.00		
TOTAL FTE	65.9		

Save	non-replacement of DHT		£52,869
Cost	0.93 FTE teacher (net)	30,032	
	Business Manager	35,605	
			£65,637
Net Cost			£12,768