



## Business and Administration Manager Stratton Primary School

### Job Description

<b>Job title:</b>	Business and Administration Manager
<b>Grade:</b>	3
<b>Responsible to:</b>	Headteacher
<b>Direct supervisory responsibility:</b>	Office staff
<b>Indirect supervisory responsibility:</b>	Catering Manager, Site Supervisor
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher, Governors, staff, pupils, parents <u>External:</u> LA Education Accountancy Team, Cornwall Council advisors, suppliers of goods and services

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### Main purpose of the job

To be responsible for the management of all aspects of financial practices and procedures associated with the school's delegated budget and devolved funds so as to ensure legitimate and appropriate income generation, spending and budget management. To support the efficient running of the school's business, human resources, legal, catering and premises services ensuring the school makes the best possible use of available resources. To be responsible for developing and managing community use of the premises. To be part of the school senior management team, reporting on school finances and providing advice on matters relating to finance and business development. To support the head teacher and senior leadership team on a day to day basis.

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### Main Duties and Responsibilities:

#### School strategy related duties

1. To attend meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, training, business development, marketing and estate management.
2. To contribute to the development of the school's business plan, including the long term strategy for the future development of the school.
3. To prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the LA management accountant, headteacher, governors, Finance Committee and the school senior management team.
4. To maximise income generation within the ethos of the school and manage all income generating schemes including sponsorship ventures. To develop the role if needed to advise the headteacher and governors on investment and financial policy, preparing appraisals for particular projects as appropriate.
5. To be jointly responsible with the headteacher and site manager for risk management, including ensuring risk assessments are completed and necessary checks in place to meet requirements.
6. To liaise and negotiate with providers of goods and services and third party contractors in consultation with the headteacher, including negotiations relating to terms of service level agreements with LEA departments in accordance with Best Value frameworks. To conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors.
7. To be responsible for promoting the school and for public relations.

#### Finance related duties

Alongside the LA management accountant:

8. To monitor and control each team's and department's spending on an ongoing basis and to liaise with all heads of department and the school senior management team to ensure ongoing awareness and control of class and subject budgets.



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9. To advise departmental heads on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends.
10. To prepare annual estimates of income and expenditure for approval by the head and governors
11. To produce regular reports regarding the school's financial status to all budget holders, the headteacher, the school management team and governors. To prepare financial returns for the DfES, LEA and other local and central government agencies as required.
12. To attend governors' finance committee meetings to provide financial reports.
13. To ensure appropriate procedures and systems are in place for the raising of invoices, to include monitoring of debtors and pursuing outstanding debts.
14. To supervise procedures for the receipt and deposit of money collected throughout the school from internal and external sources.
15. To monitor all school bank accounts, ensuring appropriate use of each account and regular reconciliation of bank statements.
16. To ensure appropriate security arrangements and authorisation for the processing of all purchase orders, payments and petty cash transactions.
17. To be responsible for the banking procedures and security arrangements for cash held in the school.
18. To regularly review and update where appropriate school accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
19. To maintain close relations with the LA Education Accountancy and audit teams.

### **Personnel related duties**

20. To be responsible for the regular review of non-teaching support staff deployment
21. To advise the headteacher and governors with regard to the assessment of salaries, staffing establishments and personnel policies and procedures.
22. To act as line manager to the office staff, Catering Manager and Site supervisor.
23. To co-ordinate and participate in the recruitment and selection of new staff within the areas of responsibility as and when required.
24. To ensure regular appraisals are conducted for all staff within the areas of responsibility and make arrangements for the necessary staff training in accordance with identified development areas for staff and operational requirements.

### **Premises management related duties**

Alongside the Site Supervisor:

25. To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities.
26. To be responsible for the safety, cleanliness and upkeep of all school premises including the management of the school energy systems.
27. To manage all aspects of any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and



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acting as the point of contact with regard to liaison with building contractors, architect's departments, District Council planning departments and other related agencies.

28. To be responsible for ensuring the necessary buildings, contents and employers liability insurance arrangements are in place.
29. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use.
30. To be responsible for devising, reviewing and updating the school/college disaster recovery plan through consultation with the headteacher, and to ensure such procedures are clearly communicated to all staff and members of the school management team.

### **School administration related duties**

31. To manage the school/college's administrative function including ICT facilities, school reception, reprographics, pupil records and data, and general office functions.
32. To manage, maintain and operate the School's computerised financial management systems and SIMS alongside the ICT technician.
33. To manage the recollection of payroll information from the LEA local network to ensure full reconciliation and accurate staff salary payments.
34. To establish procedures for all aspects of salary management, including administration associated with setting up new staff on the County Council payroll system, arrangements for resolving pay queries/pay errors, alterations to staff pay and information relating to final payments for staff leaving the school, and appropriate record keeping of all such information.
35. To ensure regular checks, records and inventories are maintained and the relevant controls take place for audit purposes.

### **General Responsibilities**

36. To remain aware of and adhere to the school/college's child protection policy and procedures. To maintain and update the Single Central Record.
37. To be aware and to adhere to applicable rules, regulations, legislation and procedures (e.g. School Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection.)
38. To be appointed as the school's Data Protection Officer following the advice given by the Information Commissioner's Office (ICO) and ensure regulations are adhered to according to the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
39. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
40. To be responsible for your own continuing self-development, undertaking training as appropriate.
41. To undertake other duties appropriate to the grading of the post as required.

Date prepared: November 2024

Prepared by: (Headteacher and SBM) based on a county model.



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### Person Specification

**Job title:** Business and Administration Manager  
**Date Prepared:** October 2024  
**Prepared by:** (Headteacher and SBM based on a county model)

Attributes	Essential	Desirable	How identified
Relevant experience	Substantial relevant work experience in managing projects and/or finances and/or premises maintenance and/or human resources, to include at least two years at management level. Experience of line managing others. Experience of financial or accounting work and human resources	Relevant experience within a school/college environment.	Application Interview
Education and training	Attainment of a degree or a full professional qualification (or equivalent). As an alternative, be able to demonstrate an equivalent level of knowledge and skill through extensive relevant work experience.	Attainment of AAT qualification or equivalent  Attainment of Certificate of Business Management	Application - Interview
Special Knowledge and Skills	Excellent numeracy and literacy skills. ICT skills, including Microsoft and Excel packages Knowledge of school or college administrative and accounting systems, manual and computerised. including SIMS and FMS or similar Management, organisational and supervisory skills. Report writing and presentation skills. Organisational skills. High level interpersonal and communication skills.	Knowledge of whole school educational developments.  Creating and expediting Microsoft forms	Application Interview
Any Additional Factors	Self motivated and enthusiastic. Able to work under pressure, use own initiative. Professional and friendly approach. Comfortable with children and young people. Very good health and attendance record. Commitment to equal opportunities. Commitment to the school's vision of High Quality Learning for All.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Application Interview.