

Parkside Primary School

JOB DESCRIPTION: BUSINESS MANAGER

Terms of employment: 52 weeks

Grade/Salary : PO5

Salary scale dependent on candidate experience and qualifications



Core Purpose

The school Business Manager is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, premises, Human Resources, compliance and administration.

Responsible for:

Administration staff, Attendance Officer, Premises Manager, SSO and Assistant SSO's.

Core Duties and Responsibilities

- Finance
- Budgeting
- Budget Reporting to Headteacher, Governing Body and Local Authority
- Payroll
- Overseeing Administration and Finance Management
- Overseeing Premises Management
- Extended Services Management
- GDPR Officer for the School

Key External Contacts:

- Parents/Carers
- Suppliers
- Local Authority

Key Internal Contacts

- Headteacher
- Senior Leadership Team
- Staff
- Governors

1 Finance

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants to support the strategic objectives of the school
- Lead on procurement processes, managing tenders where appropriate, conduct due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the school's financial regulations policy is implemented
- Ensure the smooth running of the Capita SIMS and Financial Management systems
- Monitor carry forward over the next three year period to assess budgetary needs and recommend strategies to resolve concerns
- Ensure all staff follow the financial procedures adopted by the School and the local authority
- Monitor the cash flow to ensure we hold sufficient funds before orders, invoices or bacs payments are produced
- Ensure all invoices are entered on FMS and signed off in accordance with financial regulations
- Ensure BACs payments are produced in a timely manner and reports are produced and signed by Headteacher and Deputy Headteacher
- Ensure all monies for school trips, clubs and any other money is banked in a timely manner
- Ensure credit card statements are correct and recorded accordingly
- Ensure all credit card payments are processed only when all paperwork is correct and signed off
- Produce income and expenditure reports when required for trips and clubs
- Authorise all returns and orders on the Waltham Forest Hub
- Ensure all staff follow the financial regulations regarding petty cash reimbursements
- Ensure the monitoring and development of effective systems of financial accountability and control in line with the Schools Financial Regulations
- Prepare all reports in relation to accounts and audits

- Work closely and in confidence with the Senior Leadership Team to ensure the school meets statutory regulations
- Prepare statements and reports for the opening and closing of financial budgets
- Provide financial monthly reports for the Headteacher to ensure accurate reporting
- Provide financial recommendations to School account holders, the Headteacher, Senior Leadership Team and the Board of Governors
- Liaise with corporate finance team members to ensure financial policy compliance and with the Waltham Forest Audit Team during their financial audit of School accounts
- Archive and store Finance data for a minimum of 6 years
- Be responsible for the reconciliation of Extended Services payments made via childcare vouchers, direct payment, Government Childcare tax initiatives and any other methods of payment
- Ensure that debt levels (school meals, Extended Services and trips) are kept to a minimum.

2. Payroll

- Input all data regarding variation to contracts/leavers and new starters onto the portal in a timely manner to ensure information is received before the cut-off date
- Enter claim form/overtime/additional hours/expenses ensuring they are correct and authorised
- Check the first payroll run for any anomalies and inform the payroll team regarding these amendments
- Check the second payroll run to ensure correct – inform the payroll team if any errors to rectify as a matter of urgency
- Produce a monthly report and spreadsheet for signing off by the Headteacher
- Produce a monthly contract sheet to ensure all information is correct
- File original paperwork i.e. leaver, starter or variation forms in personnel files, keeping copies attached to the first payroll run
- Work closely with the Payroll team to ensure staff pay is accurate and increases are in line according to the School's Pay Policy.

3. Personnel/Human Resources

- Attend meetings, produce reports, assess training needs and conduct performance management for the staff within your remit
- Alongside the Headteacher, conduct reviews of the school's staffing structure to ensure the effective deployment of staff ensuring financial efficiency
- Ensure that staff within your remit are developed through high quality professional training
- Ensure that financial, personnel and related administrative systems and procedures are effective
- Liaise with the IT technician and office team to ensure the efficient operation according to agreed policy, overseeing as SIMs system manager, controlling access levels and security of all administrative software
- Work alongside the IT technician to ensure that the provision of hardware is appropriate for all administrative network users and the implementation of appropriate management information systems
- Maintain accuracy and security of all staff records
- Report software and hardware issues to the IT technician
- Ensure that all pre-employment checks are undertaken including medical assessment, qualification checks and DBS checking procedures
- Conduct budget reporting to School account holders and provide financial returns to Waltham Forest Financial Services within the statutory guidelines (as required)
- Manage administrative and premises staff absence in an appropriate manner and conduct probationary meetings with new administrative team members
- Make recommendations in relation to recruitment i.e. support staff job descriptions and post adverts
- Assist with shortlisting and interviewing candidates
- Manage recruitment, performance management, appraisal and development for all administrative and premises staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
- Ensure DBS central record is maintained
- Ensure all relevant policies are adhered to and shared with administrative and premises team
- Liaise with all staff regarding personnel issues i.e. absence, pay, additional hours, leave and well-being
- Write and review policies associated with the role i.e. Data Protection, Debt and charging policies
- Liaise with Human Resources provider to seek advice and support in relation to personnel issues

- Ensure all returns are submitted as required by the Local Authority and Department for Education i.e. SLASC, staff absences, Census and to be responsible for the completion and submission of the School Workforce Census.
- Be the Schools GDPR Officer and induct all staff on their responsibilities
- Liaise with the Local Authority's GDPR Officer

4. Management Information Systems and IT

- Alongside the IT Technician, evaluate the existing use of technology within the school to inform future planning
- Consult with relevant personnel to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection and GDPR, for use of technology across the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT
- Ensure contingency plans are in place in the event of technology failure
- Ensure data collection systems which provide information to stakeholders are streamlined to maximise efficiency of the data supplied
- Manage systems and link processes that interact across the school to form complete systems.
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Use data analysis, evaluation and reporting systems to good effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Prepare and complete all returns required by the Department for Education, other agencies and stakeholders within statutory guidelines.

5. Facility and Property Management

- Oversee the safe maintenance and security of the school premises
- Ensure continuing availability of utilities, site services and equipment

- Monitor, assess and review contractual obligations i.e. Catering, Cleaning, Site Maintenance and ensure these services are managed effectively
- Manage the school's premises lettings offer
- Ensure the environment provided is safe and secure for all and enables effective teaching and learning
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

6. Health and Safety

- With the Headteacher and Premises Team, supervise the maintenance of the school site
- Oversee the school's compliance with Health and Safety regulations, and monitor processes and procedures to ensure the safety of all in the school.

7. Supervision and Management

- Be responsible for the line management of administrative and premises staff
- The supervision of these staff groups may extend to a specific project or a range of tasks. The full supervision and management of these groups of staff includes dealing with difficulties within the workplace in line with the schools' policies and procedures.

8. Other Responsibilities

- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in staff meetings
- Attend Governor's meetings and prepare relevant documentation
- Implement a marketing plan for the school which utilises the school website, signage, the prospectus and communications with current and prospective parents/carers.

This job description describes the way the post holder is required to complete and perform the duties set out above.

This job description does not form part of the contract of employment

Approved by Date

Signed by the Post holderDate