

JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Finance Manager/School Business Manager</b>		
<b>Location</b>	United Schools Federation		
<b>Reporting to</b>	Executive Headteacher		
<b>Post Number</b>	G.1384	<b>Grade</b>	G
<b>Directorate/Section</b>			
<b>Effective date of JD</b>	01/03/2022	<b>JE Job Number</b>	1384

GLPC element of the Job Description in relation to the duties of the job:

**Job Purpose including main duties and responsibilities:**

The postholder is a member of the Senior Leadership Team with responsibility for the provision and management of a comprehensive administrative support service, to include Finance.

Main duties and responsibilities:

**Strategic**

- The postholder will support the Executive Headteacher/Heads of School and Governors in the management of a comprehensive administrative support service to the school in line with Governing Body policies.

In liaison with the Executive Headteacher, the postholder will:-

- monitor the development and implementation of quality procedures and systems throughout the school.
- In terms of administrative matters, to ensure that the school's needs are met and public relations image is enhanced.
- Contribute to the school development plan where appropriate.
- To be responsible to the Executive Head and be a member of the Leadership Team, advising on, and contributing to, discussions on all areas of school improvement.
- To be responsible for strategic planning, including all financial implications. Ensuring that the school makes the best possible use of resources available.

- To promote a customer service ethos and maximise support available to the school.
- Manage a range of activities within various areas of the school including Finance and Administration.

## **Finance**

- To advise the Executive Headteacher/Heads of School and Governors on financial policy, and to prepare appraisals, costings and business plans for particular projects and the future development of the school.
- To prepare the draft annual revenue budget for approval of the Executive Headteacher and Governing body showing all income and expenditure. To obtain agreement of budgets and to monitor accounts against budgets. To maintain relevant records for additional funds e.g. Formula Capital, Extended Schools, Travel Plan and advise on allocations, spending and commitments. To prepare regular management accounts for budget holders and to report on the financial state of the school to Governors.
- To use financial information/Finance Officer, particularly benchmarking tools, to identify areas of relative spend. To assess trends and practice 'Best Value' across all expenditure, directly advising the Executive Headteacher.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting regular reviews.
- To monitor all accounting procedures and resolve problems including those on:
  - The ordering, processing and payment of all goods and services provided to the school.
  - The operation of the school bank account, ensuring that a full reconciliation is undertaken once per month.
- Manage the organisation, charging, and revenue collection for any lettings activities on the school premises. To accept lettings within the relevant policy determined by the Governors.
- Manage the financial procedures for school trips and residentials, ensuring that appropriate costing sheets are completed along with Vat recovery and risk assessment forms.
- To monitor, reconcile and record all school income, including school meals. Correctly receipt according to procedures.

- To prepare the year-end accounts in line with LEA procedures and liaise with auditors where necessary.
- To provide detailed management accounts to Executive Headteacher and Governors according to an agreed schedule, reporting immediately any exceptional problems.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To be responsible for seeking advice on insurance and advising the Governors on appropriate arrangements. Implementing the approved insurances and handling any claims that may arise.
- To complete all necessary returns as required including those from the LA, DCSF, government agencies and others - as required within the timescale given.

### **Personnel Management**

- To have an overview of all personnel matters including staff contracts. To liaise with the Senior Personnel Administrator in this respect.
- Liaising with the Senior Personnel Administrator where necessary to give advice to the Executive Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.
- Liaising with the Senior Personnel Administrator to maintain confidential staff records and to ensure that staff records held by others in the school are kept confidential.
- Liaising with the Senior Personnel Administrator to ensure that the personnel database within school is accurate, and to check actual salaries against 'committed' on a monthly basis to ensure correct payments are being made to staff. To investigate and deal with any discrepancies. To clear outstanding commitments from the system on a monthly basis to ensure adequate financial reporting.
- Submitting forms relating to personnel details e.g. 'additional hours' claims, supply and other timesheets, when they are agreed by Heads of School. Ensuring employees are paid correctly and on time. Reconciling claims at month end.
- Line management of Administration team, including appraisals.

- To provide leadership and guidance within the admin team. Where appropriate to train new starters in all areas of the admin of the school. To ensure the smooth running of the administrative team and be responsible for the work standards of staff.
- To identify appropriate training courses for the admin team and advise the relevant staff.
- To liaise with the School Professional Development Coordinator and maintain an excel spreadsheet that records all identified training and charge against the relevant budget. To advise on the training budget.

Where appropriate to work in liaison with the Federation Premises Manager including caretaking and cleaning (within the United Schools Federation the FPM will oversee the premises and premises staff)

Premises is not the responsibility of the SBM at the USF

- *Line management of staff, including appraisals and the day to day monitoring of work.*
- *To liaise with the Executive Headteacher, caretaker and Governors with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property.*
- *Designated member of staff for Health and Safety*
- *To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.*
- *To discuss with the caretaker and Executive Headteacher all matters relating to fire risk assessment and fire procedures.*
- *To be responsible for the letting of the school premises in line with school policies to outside organisations.*
- *To liaise with other departments e.g. NPS and Capital Strategy to maintain the Asset management plan and to report cases of suspected building defects.*
- *To meet regularly with the caretaker to discuss all premises issues, and to deal with matters arising from those meetings as appropriate.*
- *Agree a programme for cleaning and minor repairs by the caretaker during holiday periods.*
- *Agree a long term strategic plan of premises issues with the caretaker.*
- *Ensure that all Formula Capital projects meet the relevant DFS criteria for spending.*

- *To authorise minor repairs within the guidelines of the finance policy.*
- *To prioritise and agree with the Executive Headteacher, and Governors where appropriate, all issues relating to non-minor building improvements/repairs.*
- *To liaise with contractors, working within financial regulations and overseeing all building projects to their satisfactory conclusion.*
- *Maintain the asbestos register, ensuring all contractors to the school are aware of its contents.*
- *Ensure that checks are carried out on a regular basis for PAT testing and legionella.*

Where appropriate to work in liaison with the Federation Catering Manager including catering (within the United Schools Federation the FCM will oversee the catering staff)

Catering is not the responsibility of the SBM at the USF

### Catering

- *Line management of staff, including appraisals.*
- *Write and continue to implement the business plan for the catering centre of the school, to include:*
- *Maintain a strategic overview of the catering unit*
- *Monitor the cost of providing meals, including provisions, energy and staffing, to establish the continued viability of the unit. These costings form the basis on which to set meal prices.*
- *Ensure that the Kitchen Manager keeps to a food budget. Check all invoices for correct prices and review contracts with suppliers periodically.*
- *Ensure that staff undertake relevant training.*
- *Liaise with Client support to ensure that menus set are balanced and nutritious.*
- *Ensure that all school meal money is collected and banked by the clerical assistant and debts are chased on a regular basis.*
- *Determine staffing levels based on number of meals provided.*
- *Ensure that the quality of the meals provided is maintained and meets minimum standards*

### Administration

- *Line management of staff, including appraisals.*

- Responsible for the efficient and effective running of the school administrative support services including:
  - Manage the administrative function including administrative ICT facilities, records and telephones.
  - To be responsible for the systems and general management of the schools administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record system.
  - To ensure that all upgrades are installed and completed satisfactorily.
- To oversee, where appropriate, admissions to the school, liaising with parents and the DCC Admissions Team.
- To oversee, where appropriate, the completion of the School Census.
- To oversee, where appropriate, the development of school publications and communications e.g. prospectus, newsletter, staff handbook.

### **Supervision and Management:**

- Full management responsibility, including appraisals, for up to 15 administration staff.

### **Creativity and Innovation:**

- Member of Senior Leadership Team
- Assist in making decisions in relation to the school site during timetabled and scheduled commitments of the Executive Head and other Senior Teaching staff, averaging one day per week during term time.
- Assist in preparing the School Business Plan including recommendations, where appropriate.
- Preparation of the School Budget (three year plan) - prepare and present to Governors with recommendations and costings - cost different options with a view to establishing services or re-allocation and maximisation of resources
- Devise and develop systems to cope with changes in policies, administration and financial implications (budgetary affects on staff contracts).
- Source and negotiate with suppliers for Best Value for provisions and equipment.
- Perform tendering process for Capital projects, evaluate submissions and make recommendations to Governors.
- New building project – key player in negotiations, risk assessment, finance, letting management and marketing. Community liaison and public relations.
- May negotiate, with the Premises Manager, annual property management contract with supplier and hold evaluation meetings on a regular basis.
- Negotiate contract for photocopier.

- Work with senior staff where appropriate on:
- Induction for staff, organise staff training, staff timetabling, appraisals, pay progression, notification of threshold dates for teaching staff, ensuring staff vacancies are advertised at correct pay rate.
- Ensure IT upgrades are made and inform staff of software changes and initiate training, as required.

#### **Links with other officers, Service users or Members of the Public:**

- Liaise with SCOMIS over software and admin PCs, to ensure all software and upgrades are installed and PCs are adequate for purpose.
- Deal with disagreements between staff and try to resolve the issues by being sensitive and negotiate an amicable outcome. Outcomes could affect the work within a class, the kitchen or other area of the school.
- Negotiate with suppliers for provisions and equipment.
- Negotiate with property maintenance provider.
- Negotiate with architects, NPS and DCC ref new school building.
- Negotiate contract for photocopiers for both the main school site and the new building, and ensure they are upgraded when necessary and fit for purpose.
- Liaise with DCC over leasing of areas of school premises to outside agencies.

#### **Levels of Responsibility:**

- Liaising with Federation Network IT technician to upgrading/purchasing PCs.
- Assessing situations and devising a way forward when care and planning is required to avert an undesirable outcome; there is some authority to decide what services are provided.
- Responsibility for procurement of goods and services.
- Sole responsibility for purchases of goods and services up to £100. Making recommendations to Executive Headteacher and Governors on procurement as per the Finance Policy.

There is freedom to act in a large area of the work, for which the Postholder holds responsibility, without the need to seek ratification or advice. Active decision

making and negotiation is required to ensure smooth and effective service provision.

Review the admin systems and use organisational strategies to reorganise allocation of duties when it is necessary to do so.

Liaise with the Federation Network IT technician to ensure software is updated when required, and all staff are informed of any changes in software. Ensure training is undertaken by those who will use any new software.

Review staffing levels and make recommendations regarding appointments, taking into account financial planning and capacity projections.

Operation of efficient and smooth running of school to achieve an effective learning environment. As previously mentioned, make recommendations for provision of goods, contract negotiation, and evaluation of historic events and decisions.

### **Effects of Decisions:**

Liaise with the Executive Headteacher on decisions that are significant and will affect the operation of the school and will affect staff, children and parents. (Decisions could include review of systems, may change the way in which people work or the way in which a service is delivered or what services are provided.)

These decisions could affect individuals internally or externally. Decisions are aimed at improving existing systems. It is important to implement appropriate and efficient deployment of staff in admin, educational support and catering staff. When distributing duties, best financial value, efficiency and staff welfare must all be taken into account.

### **Resources:**

Accountable for the accurate handling/security of cash and cheques.

Petty cash account of £100:- Will hold a school debit card for petty cash account (the Executive Headteacher and a small number of senior staff hold further cards).

### **Work Demands:**

- A requirement to manage several ongoing tasks at the same time, whilst dealing with interruptions caused by personnel queries and last minute supply cover for changing events and circumstances. Requires a flexible approach in order to maintain admin and financial roles.

- Planning workload and tasks, both personal and across the support team in response to changes, both short and long term.
- Daily programme is frequently subject to change, due to unscheduled and unforeseen events
- The work programmes is subject to constant change, and this is an ongoing feature of the work with often considerable upheaval on work patterns, at least on a daily basis.
- Deadlines are often imposed by a particular set of data/information required for official purposes e.g. Budget monitoring return, payment deadlines.
- Reports to Governors in time for distribution prior to meetings.
- Accountable for time management to set own and admin team deadlines.

### **Physical Demands:**

- Physical effort will include sitting and standing during normal office duties such as filing and use of information technology.

### **Working Conditions:**

- Indoors

### **Work Context:**

- Mainly office based, open door policy operated.

### **Knowledge and Skills:**

- Qualification or experience as a Finance Officer/IT  
Working on many advanced and complex tasks with responsibilities that affect most work areas across the school site. May be required to have an input into how the work is done and may have control over the work area.
- Detailed knowledge of Child Protection, Every Child Matters, Workforce Development.
- Detailed knowledge and understanding of legislation, policies and procedures that may impact on the school. This will include knowledge of School Policies, Financial Management Standards in Schools, Tendering process, Health and Safety (having completed a course).
- Detailed knowledge of software systems.  
Understanding of the school's requirements and how these can be met with regard to administrative systems and procedures, Teaching Assistant requirements in the classroom, Catering Staff in the kitchen, Mealtime Assistants at lunchtime and site management.
- Use tact and diplomacy to manage staff and deal with personnel issues.
- Specific skills in communication (verbal and written), management, IT, project management, procurement, negotiation, decision making.

Highly proficient skills in the following areas: -

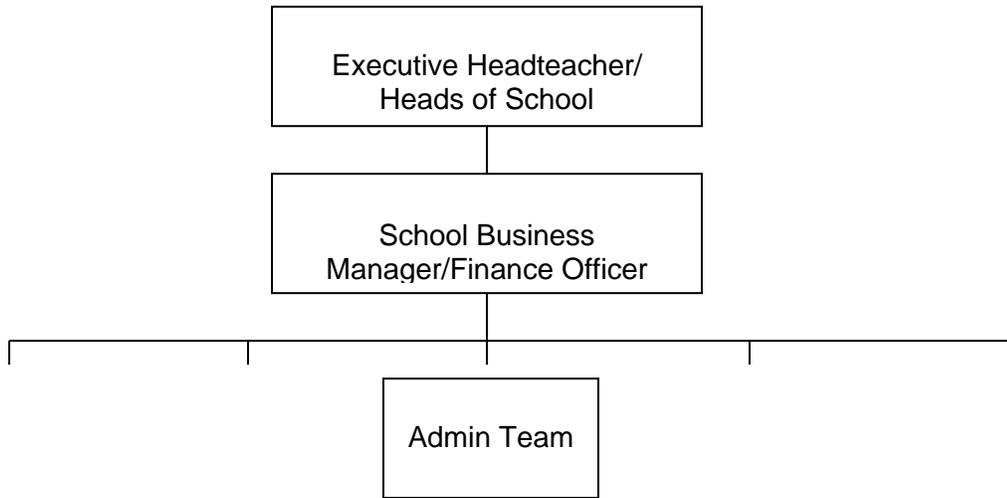
- Communication, both verbal and written.
- Use of IT including Excel, Word, Publisher.
- Project Management.
- Statistical Analysis.
- Business Planning.

Detailed knowledge of the systems used in the school, gained through many years of experience. As a member of the Senior Leadership Team, the postholder is required to advise on resources available and able to provide any future requirements, within budget.

Detailed knowledge of all the staffing requirements and the personnel within the school.

Expertise in Finance and Personnel. Ability to use this effectively to ensure the smooth running of the school, using good communication and administrative skills.

Prepare business plans for 'In house' ASC Club and Breakfast Club. Detailed knowledge of FMSiS (Financial Management Standards in Schools), after health and safety checks ensure any issues are dealt with effectively on site.



**Signatures:**

**Job Description agreed by:**

**Job Holder**

**Date**

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**Executive Head teacher**

**Date**

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PERSON SPECIFICATION

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	<ul style="list-style-type: none"> <li>◦ Line management of a number of employees in diverse roles</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>◦ Experience of working in an education environment</li> <li>◦ Budget planning and projection experience</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>◦ IT skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application</li> </ul>
Communication	<ul style="list-style-type: none"> <li>◦ Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>◦ Ability to maintain confidentiality</li> <li>◦ Ability to work under pressure</li> <li>◦ Diplomatic</li> <li>◦ Tactful</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Interview</li> </ul>
Strategic Thinking	<ul style="list-style-type: none"> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Interview</li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>◦ ICT expertise and skills</li> <li>◦ Advanced knowledge of spreadsheets</li> <li>◦ Knowledge of school software packages i.e. SIMS</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Application</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>◦ Qualified as a SBM through the NCSL and working towards the DSBM or proven experience</li> <li>◦ HNC Business (distinction) or proven experience</li> <li>◦ Good general education with excellent numeracy and literacy skills</li> <li>◦ Training on the Data Protection Act and the Freedom of Information Act</li> </ul>		<ul style="list-style-type: none"> <li>◦ Application</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Demonstrate knowledge at Interview</li> </ul>
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Medigold pre employment</li> </ul>
Other relevant factors	<ul style="list-style-type: none"> <li>◦ Commit and conform to DCC Customer Service Standards</li> </ul>	<ul style="list-style-type: none"> <li>◦ Yes</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>