



Federation Business Manager

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Business Manager
SCALE:	PO2a 31-34 (£41,771 - £45,091 per annum) [pending the Support staff pay award] to be agreed dependent on previous experience.
RESPONSIBILITY TO:	Executive Headteacher
PURPOSE OF JOB:	To make a major contribution to the successful strategic management of the schools, taking lead responsibility for personnel, financial administration of the schools, property, cleaning teams and caterers as well as ensuring all contractors provide value for money.

MAIN RESPONSIBILITIES

The Business Manager will provide regular financial, property and personnel information for the Executive Headteacher and Federation Leadership team and Governors and help them to consider all options when making strategic and management decisions about the schools.

Personnel

1. Responsible for general personnel matters including:
 - Take advice and communicate complicated and confidential personnel information to EPM, staff and Payroll.
 - Supply the personnel provider with the necessary information to set up new contracts and changes to contracts.
 - Oversee the completion of the following functions:
 - Ensure DBS checks are carried out on new staff and volunteers, authorising evidence for such checks;
 - Support and oversee the office staff in the maintenance of the Single Central Record in line with the requirements of Keeping Children Safe in Education.
 - Maintain confidential staff records.
2. Submit monthly payroll adjustments to the payroll provider within deadline.
3. Check monthly payroll schedule for discrepancies before approval by the Executive Headteacher.
4. Attend regular EPM updates and provide information for staff and governors as appropriate

5. Monitor the attendance of staff and take the necessary steps to ensure attendance improves if a concern.
6. Complete risk assessments for staff including those on planning maternity leave.

Finance and Accounting

1. To have oversight of all matters relating to the administration of the Federation's finances and to ensure such matters are handled in accordance with regulations to a high level of efficiency. This particularly applies to the provision of management information and operation of all bank accounts. Ensuring compliance with regulations.
2. In consultation with the Executive Headteacher, prepare the annual budget for approval by governors.
3. In consultation with the Executive Headteacher prepare a rolling development and business plan for the future of the Federation.
4. Monitoring income and expenditure in relation to budgets and informing the finance committee on a regular basis of budget balances, following the School's policy of budgetary control and procedures.
5. Keeping all Federation accounts and preparing income and expenditure reports in accordance with the DfE and FAS financial regulations, preparation of accounts for submission to the School's auditors and returns to LA for community education within statutory deadline, including SFVS, alongside governors .
6. Maintenance and oversight of bank accounts, VAT accounting and payment if necessary, cash handling (collections and disbursement banking and security) public and private funds. Advising Governors on investments.
7. Monitoring of payments of salaries by the Federation's payroll agency ensuring that the required returns are completed to deadline e.g. pension, taxation and NI. Checking for accuracy and compliance with School Pay Policy.
8. Oversight of ordering by the finance administrator and nursery administrator, processing and payment of all invoices and statements of accounts for all goods and services provided to the School.
9. Keeping analysis of costs and other statistical information and supervising the computerised financial system.
10. Being conversant with the general taxation applicable to the School and the financial implications of the charitable status of the School.
11. To oversee the work of other staff who have responsibility for financial matters in school and to offer training as appropriate.
12. Responsibility for seeking professional advice on insurance and advising the Governors and Executive Headteacher on appropriate insurance for the whole School. Implementing the approved insurance and handling any claims that arise.
13. Monitor quality of purchases, seek out new suppliers and organise tendering processes in accordance with financial procedures to ensure that the School receives value for money.

Responsibility for Catering and Cleaning

1. Oversee and regularly review the arrangements for catering, ensuring best value for money.
2. Liaise with outside agencies to ensure that we are meeting all requirements for health and safety.
3. Ensure the administration of all meals served at the Federation and nursery and arrangements for free school meals as agreed by the school.

4. To oversee the work of the caretakers and cleaners making best use of physical, financial and human resources available. Recruiting, interviewing and appointing. Developing and implementing an inclusion process and training for all new appointments.

Premises Management

1. Responsible for the maintenance of schools' buildings and maintenance schedules, the keeping of records and regular inspection of the Schools' fabric and buildings.
2. Oversight of grounds maintenance.
3. Liaison with building contractors, inspectors and planning authorities on major projects which from time to time are undertaken.
4. Working with Governors and their committees as appropriate including resources committee as a full member.
5. Responsibility for purchase, repair and maintenance of all furniture and fittings.
6. To be fully conversant with Health and Safety regulations and ensure they are complied with. Work with the Governing Body as a member of the Finance and Resources committee.
7. Liaise with the Community Administrator to promote and establish arrangements for the use of school premises for school and non-school activities. Develop mutually beneficial links between the school and the wider community.
8. Undertake regular training in all aspects of school business management. Such other duties as may reasonably be required by the Executive Headteacher to fulfill the 'purpose of the job' as defined in the preamble to this job description.

Management Information Systems & ICT

1. Consult with relevant people and other parties to introduce new technology or improve existing technology for administration purposes.
2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school and GDPR compliance.
4. In consultation with the ICT manager/s establish systems to monitor and report on the performance of technology within the school.
5. Ensure contingency plans are in place in the case of technology failure.
6. Ensure data collections systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Undertake regular training in all aspects of school business management. Such other duties as may reasonably be required by the Executive Headteacher to fulfill the 'purpose of the job' as defined in the preamble to this job description.

Signed: _____ Dated: _____