

St James and St John CE Primary School



Job description: School Business Manager 0.6

Job details

Salary: Band 3, Step 3 to 7 (£39,117 to £49,428 pro rata)

Contract type: Part time 0.6, Term time only + 3 weeks

Reporting to: Headteacher

Responsible for: 1 to 3 School Support Staff

MAIN PURPOSE OF THE ROLE

- To advise the Head Teacher on all financial matters and oversee all business and administrative functions.
- To organise and manage effective and accurate IT and support services including financial, site and personnel systems.
- To manage school support staff, including co-ordination and delegation of relevant activities.
- To contribute to the planning, development and monitoring of all school functions.
- To contribute to the overall ethos, work, vision and aims of the school

DUTIES AND RESPONSIBILITIES

Business and Administration

- Responsible for the overall strategic management of all aspects of finance and administration within the school, ensuring efficient and effective day to day operations and compliance with regulations.
- Take a lead role in the planning, development, design, organisation and monitoring of support services, including administrative procedures, ICT facilities, reprographics and communication systems.
- Take the lead in promoting and marketing the school, including establishing and maintaining effective systems of communication within the school community, outside agencies and other contractors
- In conjunction with the Head Teacher, be responsible for the periodic review of all communication systems, admin IT, telephone, and photocopier, ensuring they adequately meet the needs of the school
- Liaise with the Clerk to the Governing Body providing documentation.
- Provide specialist advice to the governing body, headteacher and leadership team on national and local guidelines, policies and legislation and interpret matters of policy, procedure and statute to ensure compliance.

Finance

General Finance:-

- Interpret matters of policy/procedure/statute and ensure school's compliance, initiating appropriate action and developing policies where necessary. Ensure audit and statutory requirements are met and adhered to
- Responsible for the accurate monitoring and control of all finance within the school
- Provide accurate financial management information for Head Teacher, budget holders, Local Authority and Governing Body as required
- Provide analysis of costs and other statistical records as required
- Ensure all monthly deadlines and information requests including the financial year closure procedures are implemented in accordance with requirements of Local Authority
- Manage, review and evaluate service contracts and service level agreements and advise the Head Teacher of any contract end dates and termination notice periods
- Advise on general financial policy
- Assist the Head Teacher with income generation, sponsorship and funding

School Budget:-

- Plan and prepare an annual school budget in consultation with the Head Teacher to present to the Governing Body for approval and submit to the LA by the required deadline.
- Monitor the budget on a monthly basis alerting the Head Teacher to any concerns
- Prepare and present financial reports/data to the leadership team and Governing Body at regular intervals
- Prepare annual budget/projections for all areas of expenditure within the School Improvement Plan
- Provide year end reports in line with the LA requirements, for the Head Teacher and Governing Body with confirmation of carry forward figures.
- Manage the school's orders, commitments, invoices, petty cash, bank reconciliation, grants, claims, lettings, banking journals, virements, payroll reconciliations and transactions, contracts and service level agreements.
- Undertake application, monitoring and management of grant funding for capital projects in conjunction with the LDBS
- Responsible for the management of all school income – to include LA funding, BACS remittances, School Meals, Breakfast Clubs, etc., ensuring the accurate recording and reconciliation on SIMS FMS.

Voluntary Fund Accounts:-

- Manage, maintain and operate voluntary fund accounts to include receipts, expenditure, banking, and monthly reconciliation
- Ensure accounts are independently audited annually and the audit report presented to the relevant Governor Committee

HR & Payroll

- Lead on HR management and pay for all staff - including recruitment, induction, appraisal, training and mentoring of support staff and liaise with HR and Payroll providers, as necessary
- Administer the recruitment process for teaching and support staff, obtaining and checking all relevant documents
- Take a lead role in the recruitment of support staff and associated employment procedures, including performance management, training and other development activities
- Notify HR and Payroll providers of any changes to staff contracts, hours, allowances, monthly claims, etc

- Check monthly payroll, identify and quantify discrepancies and liaise with Payroll provider to resolve discrepancies
- Take a lead role in the maintenance and monitoring of management information/record systems and confidential records, staff absence records. Provide detailed analysis and evaluation of data and produce reports and information, as required
- Oversee DBS checks are up to date and the Single Central Record is complete and accurate

IT

- Responsible for the organisation and co-ordination of effective and accurate IT for site, administration and financial purposes
- Maintain databases and spreadsheets to support the school's information requirements
- Research, prepare and complete wide range of statistical information and returns as required by DFE, Local Authority, Head Teacher and Governing Body.

Site Management:-

- Manage Health & Safety
- In conjunction with the Site Manager, maintain the Premises and Asset IT Management System ensuring periodical checks, services and maintenance is carried out to provide a safe site which remains compliant with Health & Safety as all times
- Work with LDBS and their associated contractors to conduct the annual condition survey and liaise with the same on DFC/capital projects.
- Develop and manage service contracts and service level agreements relating to the premises, for example: maintenance, catering and cleaning

Other

- Assist with the development and comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting any concerns to the appropriate person
- Actively support the school's vision and values and equalities policy
- Participate in continuous professional development, staff INSET (where appropriate) and performance management
- Support the role of other professionals
- Apply integrity and honesty at all times
- Undertake any other duties commensurate with the level of the post, as the Head Teacher may direct to ensure the efficient and effective running of the school.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

The appointment is subject to the current conditions of employment contained in the National Joint Council for Local Government Services Document, the 1998 School Standards and Framework Act and other current legislation.

ST JAMES & ST JOHN CE PRIMARY SCHOOL

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

CRITERIA	QUALITIES	EVIDENCE
Experience and Qualifications	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Excellent literacy and numeracy skills (minimum GCSE English & Maths) • Experience of financial management, budget planning and monitoring • Experience of human resources management • Five years' proven experience of working in a business environment • Level 4, or equivalent qualification in relevant discipline (ie Business Management) <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Business Degree and/or equivalent qualification in relevant discipline (ie School Business Management) • Experience of working in a school environment in a similar capacity 	<p>AF</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>AF</p> <p>SS/ I</p>
Skills and Knowledge	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Comprehensive understanding of the role of the School Business Manager • Managing complex financial, HR and administration systems • Sound knowledge of financial management and accounting procedures and systems <p><u>Desirable</u></p> <ul style="list-style-type: none"> • In depth knowledge of school financial systems (FMS/Orovia) • Good understanding of school-based software (SIMS/CPOMS/School Comms) • Knowledge of relevant school policies/codes of practice/legislation 	<p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p>
Personal Qualities	<ul style="list-style-type: none"> • To be well-organized, with the ability to work under pressure and ensure deadlines are met • Able to maintain high standards of accuracy and have a calm, methodical approach to work • Able to multi-task, prioritise workload and meet urgent deadlines • Excellent oral and communication skills • Excellent analytical skills, including ability to analyse data and information, and use the analysis to monitor and support activities to drive school improvement • Facility with IT: proficient in excel and word, the capacity to learn new IT systems quickly • Demonstrate exceptional interpersonal skills • Develop and maintain good relationships and communicate effectively with a wide range of people including pupils, parents and staff • Able to show sensitivity and objectivity in dealing with confidential issues • Experience in dealing with suppliers, contractors, and outside agencies • Able to maintain a positive and professional demeanour at all times 	<p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p> <p>SS/ I</p>

Please address this person specification in your supporting statement.

AF – Application Form
SS – Supporting Statement