**SCHOOL BUSINESS MANAGER**

**Job Description**

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| **Post Title Grade**  School Business Manager PO1 (Points 27-30)  **Hours of Work Job Evaluation**  37.5 hours per week JE ref ADM03  Term time only (plus 10 days)  **Post(s) to which directly responsible Post(s) for which directly responsible**  Headteacher Admin staff & Wrap-Around Provision staff |
| **Purpose of job**   * To be the school’s leading non-teaching support staff professional working as part of the Leadership Team to assist the Headteacher in her duty to ensure that the school meets its key priorities * To promote the highest standards of business ethos within the administrative function of the school ensure the most effective use of resources in support of the school’s key objectives * To be responsible for the Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management, Facility and Property Management and Health and Safety Management of the School in liaison with and under the leadership of the Headteacher * Manage the school’s accounting function taking responsibility for FMSiS, ensuring that the school adheres to required financial regulations, processes and procedures and be accountable for Consistent Financial Standards * To assist in providing administrative support for internal and external customers * To undertake general administrational duties within the school office to support in the smooth day to day running of the school. |

Asquith Primary is committed to safeguarding and promoting the wellbeing of all children. We expect our staff and volunteers to share this commitment.

**Duties and Responsibilities**

**Leadership and Strategy**

1. Attend relevant Leadership Team and Governing Body meetings.
2. Provide advice and support in relation the strategic decision making within the school’s Leadership Team.
3. Plan and manage change in accordance with the school development/strategic plan.
4. To work jointly with the Headteacher and Deputy Headteacher, to lead and manage all non-teaching support staff, in particular office and site staff.
5. To liaise and co-ordinate between teams, departments and stakeholders where necessary.
6. Undertake any other duties that are commensurate with the role
7. Be prepared to attend and undertake training as and when necessary.

**Financial Resource Management**

1. To be responsible for the Financial Resource Management in the school liaising the Headteacher and LCC Finance.
2. To evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget.
3. To submit the proposed budget to the Headteacher and Governors for approval and to assist the overall financial planning process.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.
5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. Provide ongoing budgetary information to relevant people.
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
10. Identify additional finances required to fund the school’s proposed activities.
11. Present timely and fully costed proposals, recommendations or bids.
12. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
13. Monitor the effectiveness and implementation of agreements.
14. To report to the LA with timely and relevant financial information and best value procedures.
15. To manage procurement and be responsible for securing relevant sponsorship.
16. Maintain an Assets Register and inventory.
17. Manage the School Fund.
18. Ensure the school adheres to all financial regulations.
19. Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
20. Ensure the proper collection, reconciliation and banking of any monies received by the school.
21. Raise orders and process invoices using the Schools Financial Management System (FMS).
22. Ensure the Schools Financial Value Standard (SFVS) is completed and revised annually according to agreed timescales.

**Administration Management**

1. Manage the whole school administrative functions of the school including the administrative IT facilities, school reception, reprographics, records and telephones.
2. Design and maintain and manage administrative systems that deliver outcomes based on the school’s aims and goals.
3. Define responsibilities, information and support for staff and other stakeholders.
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
5. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
6. Benchmark systems and information to assess trends and make appropriate recommendations.
7. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
8. To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
9. Provide for the preparation and production of all the schools records and publications.
10. Ensure the school management information system (SIMS) is kept up to date with pupil data, in particular data on attendance and behaviour
11. Maintain confidential pupil records and ensure that the holding of and access to student data meets with data protection law, school and LCC Policy.
12. Manage the admissions process.
13. Coordinate communication with parents e.g. letters home, text messages, emails, telephone calls etc.

**Human Resource Management**

1. Be responsible for operational human resources relating to all payroll, pensions and HMRC.
2. Manage recruitment, performance management, appraisal and development for all non-teaching support staff in conjunction with the Headteacher.
3. Support the Headteacher in ensuring people have a clear understanding of the policies and procedures and the importance of putting them into practice.
4. Seek and make use of specialist expertise in relation to HR issues.
5. Provide support and advice to the Headteacher in evaluating the school’s strategic objectives and obtain information for workforce planning.
6. Monitor staff absence and advise the Headteacher when trigger points have been hit. Manage and conduct Return to Work Meetings for support staff when necessary.
7. Maintain confidential staff records and ensure that the holding of and access to staff and student data meets with data protection law, school and LCC Policy.
8. Ensure that the Single Central Register is up to date and oversee the processing of all DBS and all other safer recruitment vetting and baring checks and other pre-employment checks.
9. Liaise with the Headteacher on personnel issues and be responsible for school personnel and training administration and records.

**Management Information Systems, Communication Systems and IT (in collaboration with IT support services)**

1. Support the Leadership Team in considering approaches for existing use and future plans for technology systems in school ensuring best value for money.
2. Consult with relevant people to introduce new technology or improve existing technology for different purposes.
3. Oversee the management of the school reception desk and the office communications systems.
4. Ensure service providers have and carry out robust systems to monitor and report on the performance of technology within the school.
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT including assessment systems.
6. Ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

**Facility and Property Management (in collaboration with the Headteacher, Caretaker and Mitie - our Facility Management Company)**

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with

contractual obligations.

2. Ensure the safe maintenance and security operation of all school premises.

3. Oversee the maintenance of the school site including the purchase and repair of all furniture and fittings.

4. Ensure the continuing availability of utilities, site services and equipment.

5. Follow sound practices in estate management and grounds maintenance.

6. Monitor, assess and review contractual obligations for outsourced school services.

7. Ensure there is a safe and secure environment for the stakeholders of the school.

8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

9. Manage the letting of school premises to external organisations, for the development of the extended

services and local community requirements.

1. Seek professional advice on insurance and advise the Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly.
2. To keep up to date with new legislation relating to the school building and site and its necessary

implementation.

**Health and Safety (in collaboration with the Headteacher and Caretaker)**

1. Act as the school’s Health and Safety Co-ordinator and Fire Officer.

2. Oversee the regular fire practices and alarm tests in accordance with requirements and ensure that

Appropriate records are maintained.

1. Ensure the school’s Health and Safety Policy Statement is clearly communicated and available as required.

4. Ensure the Health and Safety Policy is implemented and is subject to review and assessment at regular

intervals or as situations change.

1. Enable regular consultation with people on health and safety issues.

6. Ensure systems are in place to enable the identification of hazards and that risk assessments are carried

out as necessary.

7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues

to the Leadership Team.

8. Oversee the school’s security systems

9. Assist with the development of policies and procedures relating to, health, safety and security, confidentiality and data protection.

10. Ensure that all health and safety risk assessments are in place and reviewed regularly.

11. Ensure that School’s Emergency Plan is current and timely and oversee the implementation of this

amongst all staff members.