

Beddington Infants' School

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Job Description

Job Title: School Business Manager (2 days a week term-time + 10 days)

Salary Scale: £41,586-£47,661 Full Time Equivalent

Responsible to: Headteachers/Governing Body

Responsible for: Assisting with the leadership/management of the school

Advising Governors on financial and premises matters

Line Manager to: Office Manager

Line Manager for Human Resources issues to: All staff in schools Professional Duties

Member of the Leadership Team

Health and Safety Representative

1. To provide leadership and professional expertise so that in partnership with the Headteacher the school is managed efficiently.
2. To be a member of the schools' leadership teams.
3. To be responsible for providing professional leadership to the school's office team, thereby ensuring efficient functioning of the school office and premises management.
4. To take an active role in the development of the school's improvement plans.
5. To be responsible for the procurement and management of delegated services including the Financial Resource System, Human Resource system including Payroll, Payment Portal, Facility & Property and Management Information System and Administration.



6. To act as the main consultant and adviser to Governors, Headteacher and Senior Leadership Team on matters relating to the above.
7. To maintain organisational cultures in which health and safety is prioritised, informing the school's strategy, planning and decision making.
8. To proactively engage with and develop partnership initiatives with other schools (including a close working relationship with the other schools in the Sutton Education Trust), services and agencies to further community links.
9. To develop processes which support Governors effectively to meet their responsibilities.
10. To work strategically with the Governing Body to monitor compliance with legal, regulatory, ethical and social requirements across the school.

Leadership

- To contribute to the development and implementation of the strategic school improvement plan and future resource requirements.
- To take delegated responsibility for financial decisions.
- Negotiate and influence strategic and financial decision making within the school's Leadership Team whilst understanding the culture and climate of each school and, where appropriate, the wider education environment.
- Maintain a visible, professional presence within the school.
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications.
- Share responsibility with the Headteacher to ensure policies and procedures are in place to safeguard all pupils and staff.
- As a member of the Senior Leadership Team, share responsibility for the quality and delivery of work ensuring staff welfare, motivation, training and development.
- To attend meetings and training courses relevant to post.
- Attend Full Governing Body and Resources Committee meetings.

Specific Duties

Financial Administration and Management

- To manage and be responsible for a budget of 1.4 million per annum.
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body.



- Prepare a realistic and balanced budget.
- To be responsible for budget modelling (provisional budgets and final budget), and providing financial information and advice to the Headteacher, Governing Body.
- To prepare financial returns for the DfE, LA, and other agencies within the statutory deadlines.
- To monitor salaries and expenditure and advise the Headteacher, Finance Committee and Governing Body accordingly.
- To manage and maintain accounting records relating to the school's budget together with the appropriate financial controls.
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under- and over-spending of budgets.
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms for other staff.
- To manage the school's rating assessment and VAT responsibilities, advising the Governing Body on the financial and legislative implications of charitable status.
- To be responsible for driving income generation, including school lettings.
- Fundraise proactively on behalf of the school.
- To ensure effective financial management and benchmarking that meet the Schools' Financial Values Standard.
- To supervise the recording and banking of monies coming into the school and ensure the appropriate controls are in place to comply with the school's financial procedures.
- To manage the invoicing and debt collection process for Nursery.
- To manage the administration and debt collection process for wrap-around care clubs.
- To be responsible for all debtor control and debtor collection for all bookings made using the electronic system.
- To manage and monitor Capital Project Submissions and the claims/payments resulting from same.
- To be responsible for preparation and delivery of external financial audits.

Human Resources Administration

- To support the office team in ensuring that accurate personnel records, including sickness and other absences, are maintained, and information passed on to the HR Provider and the Payroll Service as necessary.



- To line manage the office team consisting of 2 people.
- To manage the administration of the Payroll Service, including the implementation of pension schemes and other deductions from pay.
- To manage pension queries for all staff (both current and historic).
- To consult with personnel provider in the provision of information and advice on conditions of service for all categories of staff employed at the school.
- To ensure that all staff are paid on the correct scale and spine point, in consultation with Governors, and to provide appropriate information on pay to staff, the Governing Body and the HR provider.
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with Human Resources and Payroll as necessary.
- Ensure staff have a clear understanding of the Human Resources policies and procedures and the importance of putting them into practice.

Facilities and Property Management

- To manage the identification of serious premises issues and thereafter to manage the resolution of those issues through negotiation with contractors and the LA.
- To undertake a client role with contractors relating to building works and services. To manage devolved capital and condition capital works effectively.
- Ensure the safe maintenance and operation of school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure that environmental issues are considered when reviewing and procuring school services.
- Follow sound practices in estate management and grounds maintenance.
- Ensure a safe environment for the stakeholders of the school.
- Ensure ancillary services are monitored and managed effectively.
- To manage the negotiation, oversight and implementation of new service contracts for the school.

Technology

- Consult with colleagues and stakeholders to assess non curriculum future technology requirements in line with the school's strategy for managing technology, taking account of views, priorities, expectations and risks.



- Work in partnership with Management Information System to ensure efficient service delivery to the school.
- To keep up to date with respect to computing skills and ICT technology that supports their role and that of line managed staff.
- To manage the renewal of IT equipment across both schools, including financial modelling and negotiation with suppliers and the LA as necessary.

Administration

- Plan work considering priorities and critical activities across schools.
- Ensure effective procedures in place to provide a quality front line service to the school community.
- Write and amend related school policies as necessary.

Health & Safety Management and Risk Management

- To be the named responsible person for Asbestos Management in the school's Asbestos Management Plan, arranging for appropriate reviews and checks
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place for effective monitoring, measuring and reporting of health & safety issues to the leadership teams, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security whilst maintaining the ethos of the school.
- Identify potential risks and make effective contingency plans

