



JOB DESCRIPTION

DIRECTORATE: Education	NAME OF SCHOOL: Ben Jonson Primary School
POST TITLE: School Business Manager	GRADE: PO3 (subject to job evaluation)

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR:

Administrative Team. Line Manager responsibilities for the following posts:

- Admin Officer x 3
- Finance Officer
- Pupil Data Manager
- Human Resources Officer
- Technical Support & Digital and Social Media Officer

MAIN PURPOSE OF THE JOB

- To play a full and active part in the School Senior Leadership Team, with specific responsibility for leading and developing support services at the school and ensuring that appropriate support for teaching and learning is in place.
- To be responsible for administration management, premises management, health and safety and risk management, payroll, ICT, including the strategic planning for these disciplines.

MAJOR DUTIES AND RESPONSIBILITIES

Leadership and Strategy

- Attend Senior Leadership Team, full Governing Body and appropriate Governors sub-committee meetings.
- Attend and participate in such staff meetings/other working groups as are appropriate to the role.
- Negotiate and influence strategic decision making within the schools Senior Leadership Team.
- In the absence of the Head Teacher, take delegated responsibility for financial and other decisions.
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage administrative staff.
- Manage and develop professional working relationships with Governors, the local authority and other outside agencies to ensure the interests of the school are maintained.
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, premises and maintenance, ground staff, cleaners and caterers.
- Oversee the pupil level annual census (PLASC) and the workforce census.
- Understand the effects and implications of government policies, legislation and directives and develop effective

strategies for current initiatives and long-term educational trends and developments.

- Support effective governance of the school by preparation of meeting agendas, preparation and collation of papers for meetings, scheduling meetings and ensuring school policies are reviewed by governors at the correct frequency.
- Provide advice to the governing body, Headteacher and SLT on policy, strategy, risk, compliance and procedures.
- Prepare agenda/papers/forward schedule for Senior Leadership Team meetings.

Finance

- Lead the finance function to implement the financial decisions of the Headteacher and Governing Body.
- Lead on financial compliance and ensure the work of the school is within LA guidance on financial procedures and the school scheme of delegation. Lead on internal financial audit for the school including preparation and readiness for audit, liaison with auditors and compliance with any actions arising from audit report.
- Manage the preparation of school budgets in accordance with schools policies and to link to the School Improvement Plan, in conjunction with the Headteacher.
- Have overall responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, determining general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Finance sub-committee where applicable.
- Identify and inform the Headteacher and governors of the causes of significant variance against the budget and take prompt corrective action.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the Headteacher and resources committee accordingly.
- Oversee the regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.
- Provide management information for the HT and Governing Body, including termly reports for the FC and information for all internal budget holders, tailored to the needs and knowledge of the intended audience.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Oversee the regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.
- Advise the Headteacher and governors if fraudulent activities are suspected or uncovered.
- To manage the preparation of all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines.
- To oversee the work of the finance staff with regards to orders and invoices, school fund and petty cash.
- Maintenance and compliance with all targets through SFVS.
- To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long-term financial strategy for the future development of the school.
- Manage the professional relationships with suppliers to negotiate, manage and monitor contracts, tenders, agreements and Service Level Agreements.
- Engage with local support networks (including SBM forum) to represent the school and access opportunities to work collaboratively to achieve best value.
- To maximise income generation within the ethos of the school.

HR

- To lead the schools strategic approach to workforce management including recruitment priorities and scheduling, production of business cases for workforce structure change.
- To co-ordinate the salary review process for all employees in the school, ensuring that the outcomes of the pay sub-committee review of teachers pay is implemented correctly annually.
- To manage the performance of the independent payroll service SLA
- Be responsible for all aspects of payroll including: Accurate completion of payroll instructions thorough checking of payroll prior to salaries being dispatched by BACS.
- Lead the analysis of current and any proposed staffing models in alignment with the School Development Plan and projected budget.

Premises Management

Ben Jonson is a PFI school. The school business manager is the school lead in relation to this complex contract. The role of the school business manager is to directly liaise with G4S, Tower Hamlets Schools, the LA and other external stakeholders to:

- Manage the working relationship with the schools premises provider (G4S) and hold them to account for the standard of service received.
- Ensure regular performance review meetings take place and address the concerns of the school.
- Ensure the safe maintenance and security operation of all school premises.
- Ensure the school is being regularly maintained.
- Ensure there is continuing availability of utilities, site services and equipment.
- Scrutinise practice in estate management and grounds maintenance and ensure sound practices are followed and due regard is given to the health and safety of all site users, especially children.
- Ensure the school is a safe environment for the stakeholders of the school to learn and work in.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Liaise on relevant planning and construction processes and ensure work is undertaken in line with contractual obligations.

In addition:

- Seek professional advice on insurance and advise the Headteacher on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety; Fire

- Lead on health and safety and fire safety in the school, acting as the school health and safety coordinator and a fire marshal.
- To ensure all tasks are carried out with due regard to health and safety.
- In conjunction with the premises manager, manage health and safety, environmental issues, and service contracts to ensure the safety and security of the premises
- Ensure appropriate attention to the health and safety of staff members, in accordance with the statutory and non-statutory guidance
- Take responsibility for risk assessment for the school, including liaising with the relevant staff members for risk assessing matters of premises, curriculum, visits and individuals
- In conjunction with the Headteacher and premises manager, coordinate the arrangements for emergency evacuation
- Take responsibility for the recording and reporting of accidents and incidents
- Plan, instigate and maintain records of fire evacuation drills and fire alarm activations
- Ensure the school's health and safety policy is fit for purpose and clearly communicated and available to all staff.
- Ensure the health and 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 the maximum level of security consistent with the ethos of the school.

Administration and support services management

- Lead on data protection and compliance with relevant legislation (GDPR), including liaison with data protection officer service provider, assessment and reporting of data breaches, review of privacy notices, conducting data protection impact assessments where required and managing subject access requests and freedom of information requests.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

Organisational Details

- Take part in the corporate life of the school, such as attending special events and celebrations
- Participate in the performance management process.
- To be able to adapt to the continuing changes and priorities of school.

OTHER RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school
- Undertake appropriate professional development including adhering to the principle of performance management.
- Set an example of personal integrity and professionalism.
- To undertake other reasonable duties commensurate with the grade of the post as directed by the Headteacher

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgments will be made against these as part of the school's performance management/appraisal cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUAL OPPORTUNITY

To ensure equality of opportunity for all and to oppose strongly any form of discrimination.

SAFEGUARDING CHILDREN

Ben Jonson Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)