

Broom Valley Community School – Job Description

Job Title – School Business Manager – Grade H – Hours 37 per week term time + 2 inset days + 5 additional days

PURPOSE OF THE JOB:

- To organise, maintain and monitor the school's business systems and to manage Finance Office functions to ensure an effective service to the school.
- To offer strategic leadership in all aspects of the school budget and financial procedures.
- To ensure that the school is fully prepared to meet both Ofsted and audit financial criteria.
- In co-operation with the School Leadership Team and Board of Governors, to ensure that the legal and safety requirements with regard to people and property and function of the school are maintained.
- To liaise with the RMBC Building Manager, the school caretaker and any firms/companies undertaking work on school premises.
- To line manage human resources management
- To contribute to the overall ethos and aims of the school.

RESPONSIBLE TO: The Headteacher

DUTIES & RESPONSIBILITIES

LEADERSHIP & MANAGEMENT

- To offer consultancy, advice and support to the Senior Leadership Team in all matters pertaining to the school budget, finance and business, as and when appropriate.
- To prepare all relevant and updated information for the termly governor meetings.
- To offer consultancy, advice and support for the governors appointed with financial responsibilities.
- To offer consultancy, advice and support to the governors on site & premises matters, as and when appropriate.
- Plan and manage change in accordance with the school strategic plan.

FINANCE

- To lead, operate, maintain and develop the financial procedures and systems of the school in co-operation with, and in support of the Headteacher, the Senior Leadership Team and Governors.
- To be responsible for the strategic planning of finance; ensuring that the school makes the best possible use of resources available and maximising revenue whilst minimising costs.
- To ensure the school consistently adheres to Rotherham Schools Financial Regulations.
- To ensure that school budgets are agreed, monitored and reported to governors and any other stakeholders.

- To prepare the termly report to the Full Governing Board, in all matters relating to school budget and finance.
- To advise and support the Headteacher and Senior Leadership Team on all financial matters relating to the School Improvement Plan.
- To manage all issues relating to procurement.
- To be responsible for:
 - the effective management of the school accounting function, ensuring its efficient operation according to agreed procedures.
 - the effective management of financial administration procedures, including responsibility for compliance for financial regulations.
 - Input invoices in FMS (to allow for segregation of duties)
 - monitoring of all weekly/monthly/half termly/termly expenditure; advising the headteacher of any issues relating to under/over spending which may need to be reported to the Board of Governors.

- Preparation and maintenance of reports, records and accounts as are required in conjunction with the schools computerised accounting systems.
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Overseeing the proper collection, reconciliation and banking of any monies received by the school.
- Other monies – school fund, school journey, insurance claims, banking.
- To be responsible for seeking professional advice on insurance, implementing the approved insurances and handling any claims that arise.
- To ensure that financial regulations relating to benchmarking are met.
- Bidding for external funding etc.
- Source best value for all services.
- Review and update Finance Policy with the headteacher
- Be responsible for petty cash and purchase and distribution of small items.

HUMAN RESOURCES

- Follow the school's safeguarding checks in line with safer recruitment procedures.
- Be responsible for the updating of the whole school Single Central Record and managing compliance with the headteacher.
- Undertake safer recruitment training and review regularly.
- To line manage the Site Manager in the undertaking of their duties to ensure the site is appropriately maintained.
- To line manage the office staff
- To line manage the completion of all 'new starter paperwork' and other documents relating to staff employment.
- Ensure that return to work interviews are carried out (delegated where relevant)

- Line manages the employment process of all staff including liaising with RMBC for advertising. Giving out relevant documentation, securing references, preparing documentation for selection and interviews.
- Ensure all new staff complete all necessary documentation.
- Book staff training as and when required

SITE MANAGEMENT

- The School Business Manager will advise and support the Headteacher and take “day to day” responsibility for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school and report and update the Sites & Premises Committee as and when appropriate.
- Ensuring the appropriate placing and monitoring of all service contracts.
- To deal with all external agencies delivering services to the school relating to site maintenance.
- Liaise with the site manager on financial aspects of premises and property maintenance

HEALTH & SAFETY

- Liaise with the Headteacher, Health and Safety Governor and caretaker over general health and safety issues – disseminate to all staff.
- Monitor Health and Safety Policy and maintenance issues, ensuring they are addressed.
- Liaise with Site Manager and Health and Safety Governor to ensure health checks and safety logs and records are kept up to date.

GENERAL DUTIES

- To demonstrate strong interpersonal skills when dealing with staff, pupils, governors, parents and all external agencies.
- Supervision of ordering of goods and services
- Supervision of reconciliation and banking of all monies in line with financial regulation.
- Internal recharges e.g. photocopying and consumables
- Liaise with LA directorates as required.
- To be aware of all issues relating to equal opportunity and ensure equal opportunities for all.
- To undertake professional development and training, as and when appropriate.
- Develop and work within an agreed timetable for the school year

The post holder's duties must be carried out in compliance with the Health and Safety at Work Act (1994) and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other responsibilities commensurate with the grading of the post, without changing the general character of the post.