



St. Joseph's Catholic Primary School



Tel: 01372 727850

Head teacher:
Tim Hallett

email: info@stjosephs-epsom.surrey.sch.uk
website: www.stjosephs-epsom.surrey.sch.uk

Rosebank, West Street,
Epsom, Surrey KT18 7RT

School Business Manager - Role Description

Safeguarding Children

- To be fully aware of and understand the duties and responsibilities relating to all child protection and safeguarding matters within the organisation.
- To ensure that the school's designated officer for Safeguarding and Child Protection is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Role Purpose

At St Joseph's, the role of the School Business Manager (SBM) line manages and works closely with the administration team. Some of these roles assume operational responsibility for various aspects of work, which the SBM, holding ultimate accountability, will monitor and support.

As a member of the Senior Leadership Team, contribute to the leadership, monitoring and management of school development.

To hold strategic leadership and management responsibility for all administrative and business aspects of support including finance, personnel, contract management, buildings and facilities management and health and safety.

Key Areas of Responsibility include:

Strategic Financial Management and Administration

- Ensure that statutory and financial accounting and reporting requirements are compliant with Governors' policies, in-house procedures and the Surrey County Council Finance Manual.
- Set, manage, monitor, benchmark and report on the school budgets, (as well as the three-year strategic budget) providing financial advice to support decision-making to the leadership and governance of the school.
- Manage and monitor voluntary funds such as School Fund and Governors Fund
- Write/Submit bids for capital funding; monitor and control capital expenditure, placing of contracts, appointment and monitoring of contractors
- Manage the school's accounting, including monthly returns, reconciliations and the annual preparation sign off and submission of SFVS return
- Manage all insurance matters
- Negotiate and monitor supplier contracts
- Arrange for all accounts to be externally audited, with reports provided for the Head teacher and Governors
- Manage the Arbor Finance module, supporting other users as necessary
- Monitor cash flow on a weekly basis and report to the Head teacher
- Reconcile funding received
- Process payroll transactions and reconcile related reports
- Undertake month end returns, including VAT claims
- Monitor the processing of payment for all goods including the maintenance of financial records in accordance with current protocols and procedures, including weekly BACS runs.
- Manage financial aspects of after school club provision and trips.

- Monitor the work of operational staff with responsibility for:
 - Day-to-day transactions including use of school-based systems
 - Ordering supplies
 - Payment of invoices
 - Gift Aid
 - Verifying invoices against orders, presenting to the HT and DHT for authorisation.
- Develop best value strategies in all areas of school life and manage relationships with suppliers in order to do so
- Monitor 'Staffsafe' to ensure compliance schedule is adhered to
- Attend Governors' Resources Committee meetings

Human Resources Management

- Manage and monitor all employment and HR related matters, including contracts (CES)
- School Workforce Census
- Manage staff absence in line with the Sickness and Absence Policies, providing the Head teacher with reports as needed
- Oversee, with the Head teacher, all aspects of safeguarding, safer recruitment, vetting and barring and DBS checks. Advise on any necessary adjustments to policy and procedures
- Process and monitor DBS checks for all staff, governors and student teachers/work placements
- Monitor the work of operational staff with day-to-day responsibility for ensuring that volunteers and club leaders hold a DBS
- Maintain the Single Central Register
- Ensure the school is compliant with GDPR regulations
- Monitor 'Staffsafe' to ensure compliance schedule is adhered to
- Manage staff changes and updates on payroll system
- Report to Governors as required

Premises with Health and Safety Management

- Ensure all legal and safety requirements with regard to people and property are maintained
- Compliance - ensure that all facilities on the school premises and grounds – maintenance, heating, lighting, alarms, cleaning, grounds maintenance, and other general site services- are maintained to required high standards and that health and safety requirements are met
- Ensure that the appearance of the school is continually improved
- Oversee security of the school site in conjunction with the caretaker/headteacher
- Monitor operational staff who hold responsibility for:
 - Day to day maintenance issues including arranging for estimates for work
 - Risk assessments; respond to and record outcomes
 - The asset register
- Line manage the caretaker to ensure the proper cleanliness, maintenance and repair of the school
- Monitor the work of on-site contractors
- Manage any lettings and booking arrangements for the extended use of the school premises
- Monitor the quality of work of the contract cleaning staff, liaising with their managers
- Monitor 'Staffsafe' to ensure compliance schedule is adhered to
- Report to Governors as required

IT Systems

- Liaise with our external IT provider on all aspects of our IT systems and infrastructure.
- Management of the Arbor MIS system with responsibility for updating all staff information and payment systems

Other

- Carry out any other reasonable duties and /or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school
- Maintain a working knowledge of relevant statutory guidelines provided by the DfES, OFSTED and LA.
- Report to governors as required for all areas of responsibility

Person Specification

- Education qualifications to a good level
- An accountancy qualification or a school business manager qualification is desirable

- Commitment to supporting the distinctive nature of a Catholic school and a strong ambassador for the school at all times
- Adherence to the school's Code of Conduct and compliance with procedures and legislation relating to confidentiality
- Evident interest in all aspects of school life
- Personal integrity
- Positive approach and sense of humour
- Excellent eye for detail
- Excellent personal skills of liaison and communication with all stakeholders
- Outstanding organisation skills with an ability to see a project through to completion
- Evidence of business or administrative management experience
- Experience of setting and managing budgets
- Experience and knowledge of premises management, maintenance and repair and the ability to prioritise;
- Commitment to excellence and the ability to lead by example
- Commitment to working as a team player
- Ambitious energy to drive the school forward with a 'can do, want to do' attitude and capacity to work well under pressure
- Capacity to meet deadlines
- Successful completion of an enhanced DBS check

Support Provided in Support of Role:

- The active support of the Head teacher and Deputy Head teacher, along with the Chair of Governor's Resources Committee
- Regular meetings with the Head teacher
- Courses for professional development as identified

Safeguarding Statement:

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We welcome applications from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.