

Featherstone Primary & Nursery School

School Business Manager

Job title:	School Business Manager (full-time / part-time considered)	Ealing GLPC Grade:	Grade 14 Spinal Point: 44 - 46
School:	Featherstone Primary School	Salary:	£56,787 - £58,833 *
Line manager:	Headteacher		
Supervisory responsibility:	Line management & supervision of administration staff Conduct the performance management of above staff		
Hours:	39 hours (term-time + 10 days + additional hours as and when required)		

* Pro-rata this salary for term time only and part time hours, inclusive of London Weighting and Ealing supplement

Main purposes of the job

- To lead and manage on all aspects of the school budget, finance, premises, health and safety, human resources, compliance, GDPR and school administration/office services and functions.
- Line management and performance management of administration staff.
- To keep abreast of and to update and advise staff and governors on current legislation and all developments, policies, regulations and statutory and legal requirements in regard to school finance, human resources, health & safety, premises/site maintenance, safeguarding, GDPR, compliance and school administration.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school including the Single Central Record and safer recruitment procedures.
- To seek and secure all eligible income streams and funding available to the school, to generate additional income and raise additional funds for the school.
- To be proactive and fully support the school in achieving its vision, priorities, goals and objectives.
- To adhere to, role model and promote the school's ethos and values, equality and the protected characteristics

Specific Duties

FINANCIAL MANAGEMENT

1. To lead on all financial management within the school.
2. To manage, prepare analyse and report on monthly, annual and longer term budgets and forecasts for the Headteacher, the Senior Leadership Team and the Governing Body.
3. Attending and reporting on all aspects of the SBM role to SLT, governing body and any other relevant school or external meetings as required by the headteacher, governing body or local authority.
4. To plan and prepare the annual budget in liaison with necessary staff, as appropriate and present the budget to the Governors for approval and be responsible for the reconciliation of LA financial records to those at the school.
5. To be responsible for monitoring income and expenditure and produce regular financial reports as required by the school and the LA.
6. To manage earmarked all other funding streams and ensure that such funds are properly accounted for.
7. To advise the Headteacher on the financial implications of the school's staffing and pay structures.

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8. To negotiate, manage and monitor contracts, tenders and agreements for the provision of all school services and explore cost saving initiatives and alternatives.
9. To be responsible for investigating and applying for the availability of "biddable" funds, additional income streams and other income -generating ideas.
10. To advise the Headteacher in determining, allocating and controlling delegated budgets.
11. To take responsibility for all accounting procedures, and the management of all public and non-public funds.
12. To take responsibility for ensuring that efficient and safe routines are maintained concerning collection, security and distribution of cash.
13. To ensure compliance with FMIS (Financial Management Information Systems) and other financial regulations and standing orders.
14. To manage the school's cash flow and maximise the school's interest within financial, legal and regulatory constraints.
15. To ensure that systems are set up for the smooth running of financial management as appropriate.
16. Ensuring financial management of school meets the SFVS standards and the school's own Scheme of Delegation.
17. To manage the finances of the school's catering contract where relevant and ensure regular evaluation and review.
18. To oversee the school's insurance policies in all forms including arrangements for their review.
19. To be responsible for the preparation and submission of all financial returns to the LA and other relevant bodies.
20. To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness.
21. To represent the Headteacher at appropriate meetings related to the school's finances, HR
22. To work with other members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school.
23. To be responsible for ensuring that risk assessments are prepared and monitored.
24. Ensure insurances are in place (premises, public liability, sickness/maternity etc), processing and submitting any such claims.
25. Overseeing the ordering of all equipment, materials and services and ensure all purchase orders, claims and invoices are submitted correctly, in line with school and financial policy.
26. Developing and maintaining systems and controls for the effective use of school's bank accounts.
27. Operating and maintaining the computerised accounts system and prompt, timely and controlled payment of invoices through BACS and the school's cheque book account.
28. To manage the day-to-day operation of the school payroll (if this service is not a buy in function from the LA)
29. To manage, evaluate and advise on service level agreements and all other contracted services, keeping such contracts under review by comparison with alternative providers.

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SITE/PREMISES MANAGEMENT

30. To lead, manage and oversee all aspects of premises, grounds and site management (building, cleaning, grounds, maintenance, utilities, contracts, contractors, health and safety etc) during and after the ending of the PFI contract.
31. Liaise closely with the school's PFI Mitie Management, the LA contacts, SPV and other PFI employees to ensure that the school premises are fit for purpose, maintained to a high standard and that the PFI contract is being fulfilled to a good standard as per the PFI contract.
32. To support and advise the Headteacher at appropriate meetings relating to the school site, especially relating to all aspects of the PFI contract.
33. To be familiar with all aspects of the PFI contract and to ensure that the school receives best value for money.
34. To ensure that the headteacher and other relevant staff are made fully aware of all the school's rights and entitlements under the PFI contract and to make sure that Mitie are made fully aware of their responsibilities and obligations as the PFI contractor.
35. To be responsible for ensuring the building and grounds, fixtures and fittings are maintained and for seeking out new suppliers and ensuring contractors meet the required standards.
36. To manage improvement projects or refurbishments obtaining tenders, liaising with project managers, architects and building contractors and assisting in selection of contractors and putting forward proposals to SLT/governors with recommendations.
37. To be fully conversant with Health and Safety regulations and ensure they are fully complied with.
38. To create and oversee the maintenance of an assets register and ensure that valuable items are logged with the insurance department. To implement the approved insurance and handle any claims arising

HUMAN RESOURCES MANAGEMENT

1. To lead, manage and oversee all HR related issues including the Single central Record, Safer Recruitment, staff sickness, staff absence, referrals to occupational health and all other staff related services and functions.
2. To line manage the premises and administration staff as required, and identify their development needs as appropriate.
3. To advise the Headteacher and Governing Body on all payroll and personnel issues.
4. To give advice to the Headteacher on assessment, evaluation and impact of salaries, expenses, sickness and maternity procedures, redundancy, retirement and other staffing matters.
5. To prepare, oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS), single central record and confidential files.
6. To advise the Headteacher and Governors on HR policy issues and the implementation of these policies in the school.

OFFICE / ADMINISTRATION MANAGEMENT

7. To create and maintain an office environment which reflects the vision, ethos and CARE values of the school.
8. To oversee and manage the smooth running of the office and medical/welfare room.

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9. To line manage all administration staff, evaluate and ensure that all their CPD and training needs are fully met and up to date in order for them to carry out their roles effectively.
10. Delegate and if necessary carry out any essential tasks during administration staff absences.
11. Manage the School Workforce Census and ensuring all statutory returns are completed and returned by the deadline.
12. Provide practical and logistical support for the daily work of the administration staff in dealing with queries, problems and issues from parents, visitors, the LA and wider community at peak times and as and when required by the administration staff or at the request of the headteacher/SLT.

GENERAL RESPONSIBILITIES AND SUPPORT SERVICES

1. To attend SLT, GB, LA, PFI and other meetings as and when required and if directed to attend by the headteacher.
2. To seek and secure all eligible income streams and funding available to the school, to generate additional income and raise additional funds for the school.
3. To be a member of appropriate working parties and teams as and when required.
4. To implement and follow all school and LA policies and procedures, including giving due regard to the school's equal opportunity policy.
5. To oversee and ensure all work is appropriately documented and kept up-to-date.
6. To keep abreast of and to update and advise staff and governors on current legislation and all developments, policies, regulations and statutory and legal requirements in regard to school finance, human resources, health & safety, premises/site maintenance, safeguarding, GDPR, compliance and school administration.
7. To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
8. To be proactive and fully support the school in achieving its vision, priorities, goals and objectives.
9. To adhere to, role model and promote the school's ethos and values, equality and the protected characteristics
10. To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.

Signatures – line manager and job holder

Signature of Manager:

Signature of post holder:

Date:

Date:

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