

## **Job Description** **School Business Manager** **(Hambrough Primary School) (JE No: 3230)**

<b>Job title:</b>	School Business Manager	<b>Ealing GLPC Grade:</b>	Scale 11
<b>School:</b>	Hambrough Primary School	<b>Post No:</b>	
<b>Line manager:</b>	Headteacher		
<b>Supervisory responsibility:</b>	Line management of 3 administrative and 8 premises staff		
<b>Hours:</b>	Conduct the performance management of above staff		
	35 hours per week		

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### **Main purposes of the job**

- To be directly responsible for the strategic and operational management of the school finances, HR, administration and site management within the school.
  - To line manage and performance manage administration and site management staff.
  - To produce monthly budget reports highlighting any discrepancies or over/under spends.
  - To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team.
  - To manage the financial, personnel, and site management aspects of the extended schools provision within the school including the school's letting procedures.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### **Main responsibilities and tasks**

#### **Financial management**

1. Be responsible for advising the senior leadership team and the Governing Body on matters of financial governance and submit the phased budget to the Governing Body for approval and send to LA within set deadlines.
2. To have responsibility for developing and ensuring that the financial procedures manual is maintained in accordance with LA/DCFS guidance.
3. Proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
4. Be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection, security and distribution of cash.
5. Be responsible for effective management of the school's unofficial fund, including responsibility for compliance with financial regulations, including keeping records, accounts and making arrangements for the private fund to be audited.
6. To oversee and be responsible for orders that are placed and that bills are paid correctly from the school fund.
7. To oversee and have responsibility for monies collected in respect of school outings, journeys, photographs and any other events that require the collection of money.

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8. To oversee and have responsibility for computerised logs of payments are ensuring that they are kept up to date and accurate.

### **Human Resources**

9. To manage DBS and List 99 application forms and ensure they are processed efficiently.
10. Maintain a single register for staff and volunteer records that will include the central DBS register.
11. Ensure new members of the office staff are fully trained and inducted on the use of office and ICT equipment.
12. Line manage administration staff and premises staff including performance management and assisting in the identification and addressing training and development needs.
13. Participate in the recruitment, selection and appointment of office staff overseeing any relevant paperwork related to interviews, references and DBS checks is carried out.
14. Liaise with Schools' HR with regard to the administrative aspects of the appointment and employment of teaching and support staff, compliance with legislation and good practice relating to employment protection and equal opportunities and on the employment and conditions of service of staff.
15. Be responsible for managing the personnel database of single central records (including sickness records) for staff and volunteers and ensure that these are efficiently and accurately kept.
16. Monitor staff absence and prepare staff returns for Ealing LA and prepare reports for the head teacher as required.
17. Be responsible for overseeing and monitoring Cleaners holiday leave and arranging cover in conjunction with the Site Supervisor. Ensuring appropriate timesheets for additional hours for Teachers, Support Staff, relief Caretakers and agency staff are filled in correctly before submitting them to the Headteacher for authorisation.
18. Be responsible for the provision of specialist advice and guidance to Senior Leader Team/Governing Body on national and local guidelines/policy/statute etc.

### **Site Management**

19. Manage the site supervisor in prioritising the work around the site in accordance with the School Improvement Plan and Asset Management Plan.
20. Manage and monitor any site repairs, after approval from Headteacher and arrange for builders to carry out all necessary work within agreed deadlines.
21. Be responsible for managing in conjunction with the Site Supervisor any annual maintenance programme for the school.
22. To advise the Headteacher at appropriate meetings relating to the school site.
23. Report to Governing Body as required providing status reports on any matters arising.
24. To be overall responsible for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
25. To co-ordinate and manage the work and communicate/liase with Architects, Contractors and Council Officers with regard to the maintenance, refurbishment and development of the site.

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- 26. Be responsible for liaising with the site manager/caretaker on the security and safe working condition of the school site.
- 27. Oversee and monitoring risk assessments in conjunction with Site Supervisor.

### **General responsibilities and support services**

#### **Pupils and Curriculum**

- 28. Be responsible for the submission of relevant information to Senior Leadership Team, the Governing Body and outside agencies e.g. DCSF, LA.
- 29. To provide appropriate, accurate and timely verbal and written advice and guidance to the Senior Leadership Team.
- 30. Ensure that assessment data is collected from teachers and is entered accurately and quickly onto Excel or other appropriate computer programs, so that reports can be analysed.
- 31. Oversee the monitoring of pupil attendance and subsequent contact of families where there is poor or irregular attendance, liaising with the educational social worker as required.
- 32. Ensure that the school's electronic pupil registration system is up to date.
- 33. To manage school admissions in liaison with Ealing LA and SLT.

#### **Extended Schools Agenda**

- 34. To promote and support the administrative work of the extended schools co-ordinator making arrangements for school based activities.
- 35. Conduct audits of the extended school function.
- 36. Research grants and sources of funding and have marketing responsibilities for promoting the extended school service.

#### **School Trips**

- 37. Liaise with Educational Visits Co-ordinator in relation to risk assessments for school trips
- 38. To ensure that all paperwork and monies for school trips (including residential) is completed.

#### **Administration**

- 39. Ensure records are kept in line with GDPR
- 40. Oversee and ensure an inventory of all school equipment is maintained.
- 41. Identify the need and be responsible for securing appropriate licences and insurances.
- 42. Respond to emergencies appropriately and inform relevant staff.

#### **ICT**

- 43. Develop and manage databases using SIMS and other computerised systems as appropriate.
- 44. Ensure that back up copies of all school data is taken daily and stored appropriately.
- 45. Oversee that the school's web site is up to date.

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46. Ensure the most effective use is made of the school's administrative computer hardware and the development of the computerised management information system within the school.

**Other Responsibilities**

47. Build close working relationship with the Senior Leadership Team and Governors.
48. Development policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
49. Adhere to school policy on equality and diversity.
50. Contribute to the development and implementation of the overall ethos/work/aims of the school.
51. Develop constructive relationships and communicate with other agencies/professionals.
52. Participate in training opportunities and professional development as required.
53. Undertake similar duties commensurate with the level of the post as required by the Headteacher.

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**Signatures – line manager and job holder**

**Signature of Manager:**

**Date:**

**Signature of post holder:**

**Date:**