

## LONDON BOROUGH OF TOWER HAMLETS

### HARRY GOSLING PRIMARY SCHOOL

**Job title:** School Business Manager

**Grade:** P04

**Responsible to:** Head Teacher and Governing Body

**Hours:** 8.00 - 4.00 Term time + 3 weeks (including INSET days)

**Responsible for:** Assistant School Business Manager, Resources and Administration Manager, Pupil Services Manager, Premises Manager and Site Supervisor

#### **Purpose of the job:**

- To provide finance and personnel advice and support to the school's leadership and management teams
- To use effective leadership qualities in managing admin and premises teams so that they provide an efficient and professional school office and premises, support staff with administrative and premises duties and represent the school at all times with warmth, good humour and a smile
- To develop and manage the school's finances and financial systems including cash management, the maintenance of accounts, the development of financial control systems and fund raising
- To develop the school's administrative and human resources policies and procedures
- To be responsible for the oversight of the school premises ensuring that all legal and health and safety requirements with regard to people and property are maintained
- In conjunction with the leadership and management of the school, to take a role in strategic planning, contributing to the development and implementation of the SDP in relation to systems, procedures, H&S, Premises and Finance.
- To enable the Head Teacher and all teaching staff to focus on teaching and learning and pupil progress
- To provide PA support to the Head Teacher

## **Main responsibilities**

### **Administration and personnel:**

1. To have overall responsibility for running a professional school office ensuring that procedures outlined in the Schools Financial Manual (Code of Practice) are employed by all office staff
2. To oversee the preparation and check the accuracy of any financial and statistical returns for the DfE, LBTH and other external bodies within statutory deadlines e.g. School Workforce Census
3. To obtain the necessary licences needed within the school e.g. data protection, licence — ensuring these are kept up to date at all times
4. To supervise the safe storage of staff and pupil records in compliance with the Data Protection Act 1998- GDPR and ensure that personnel records are accurately maintained
5. To oversee all aspects of staff recruitment and manage all personnel procedures related to the appointment of new staff and processing leavers including responsibility for DBS and other checks, ensuring the Single Central Record is up to date at all times
6. To arrange for supply teachers when required including completing time sheets and records. To manage the supply booking system and to liaise with SLT to review the management of supply staff.
7. To liaise with the school's payroll and HR advisors on the provision of a comprehensive payroll service for all staff, with the implementation of the various pension schemes and other deductions in which the school participates.
8. To check payroll validation reports, resolve salary queries for staff, prepare time-sheets and absence returns and calculate holiday and other entitlements. Keep all HR records up to date including contract changes, pay/grade changes, maternity leave, special leave, absence management and ensuring correct deductions/additions to salaries as appropriate.
9. Record staff absences, lateness and punctuality and produce reports for the Head Teacher and local authority.
10. To manage the computer network and advise the Head Teacher and other staff on the use and further development of ICT in order to respond to changing school needs, recommending new systems and procedures where appropriate.
11. Arrange adequate cover for absence of MMS staff using 'casuals', keeping up to date spreadsheets of time worked/claims for overtime.
14. Keep up to date data for ethnic monitoring of vacancies/starters/leavers/training/grievances and promotions of staff on an annual basis

15. To act as the contract compliance manager for the payroll and HR service providers and ensure all staff are paid correctly and promptly and to thoroughly check and question (where necessary) claims for overtime.
16. Review and update HR policies with HT and ensure staff know what they need to know
17. Attend staff morning briefings
18. Endeavour to solve salary and pay queries for members of staff by liaising with HR and payroll service.
19. To regularly check all salaries and pay grades to ensure correctness.
20. To mentor and train admin and premises staff, with effective line management and performance management and to communicate with agencies where necessary.
21. To be an expert in HR practice within education in order to deal effectively, sensitively and confidentially with a range of personnel issues including grievance, salary assessments, absence and capability.

**Finance:**

22. To have oversight of all matters relating to school finances including preparation of budgets within timetable for final approval, monitoring spending and advising on budget position and reporting monthly to the HT and Resources Committee, reconciling all accounts and producing monthly finance returns for the Borough.
23. To review and revise the Code of Practice, Finance Manual, SFVS and relevant policies annually and ensure that files are up to date
24. To ensure that appropriate systems are in place to maintain the disbursement account, school journey and school fund including a full monthly reconciliation of the bank account and ensure the school complies with VAT legislation
25. To ensure school is fully prepared for any audit and to be the lead person during either an internal or external audit of the school's finances
26. To monitor annual Service Level Agreements considering their suitability and recommending withdrawal to the HT if necessary
27. To coordinate the ordering of stock and services using an appropriate computer based system to place orders and raise commitments and ensure that the procedures including those for quotations and tenders are applied
28. To initiate payment for goods and services and organise for their prompt distribution and storage
29. To coordinate petty cash payments, ensuring that payments are correct and teacher purchase order requisitions are processed, deliveries checked and payments made

30. To be responsible for the security of all monies in school, for accurate record keeping and for the regular banking of monies within the school's financial regulations. To check that lunch money and money collected for school fund is accurately recorded and double check money prepared for banking. To maintain the staff fund.
31. To oversee the application of and review regularly a comprehensive system for the administration of school meals ensuring that the proper controls are applied in co-operation with benefits offices. To report to the auditors any failings in the Borough's procedures which directly affect the operation of these duties
32. To manage income generation establishing contacts with local and national businesses, charitable organisations and grant making bodies
13. To actively promote and control lettings of the school to generate income and community use and ensuring effective and stringent control of invoices/payments whilst maintaining effective communication links with lessees
33. Manage procurement and tenders/quotes for work/services
34. Ensure proper recording, collection and reconciliation of school bank accounts, credit card accounts, petty cash and other collections (e.g. staff fund).
35. Develop and co-ordinate grant applications to statutory, charitable and voluntary organisations to maximise income generation and manage projects resulting from successful funding applications

#### **Premises & Health & Safety:**

36. 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
37. 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 governors with recommendations
38. To be fully conversant with Health and Safety regulations and ensure they are complied with
39. 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
40. To develop computer systems ensuring the current systems operate effectively, keeping abreast of new technology, advising and recommending as required

41. Be the DSE Assessor for the school. Ensuring DSE assessments are carried out and pregnancy risk assessments, detailing action taken and recommendations, in consultation with HT
42. Be a Qualified First Aider and keep an up to date list of all first aiders and arrange necessary refresher training of staff when necessary.

### **Office Management**

43. To create and maintain an office environment which reflects the ethos of the school
44. To oversee and manage the smooth running of the office
45. To maintain office equipment, office stock and furniture
46. To promote and develop the administration and site teams by line-management and performance management and overseeing the work of the Assistant School Business Manager, Resources and Administration Manager, Pupil Services Manager, Premises Manager and Site Supervisor, ensuring that they carry out their responsibilities efficiently and effectively and taking action if this is not the case
47. Identify professional development needs and co-ordinate administrative/site services staff development programmes

### **General:**

48. To set aims and objectives through detailed Action Plans for Administration, Finance and Premises that anticipate future needs and ensure that these are met to a high standard within a given time-scale
49. To attend staff and SLT meetings when relevant to the postholder's responsibilities as advised by the Head Teacher
50. To be the first point of contact for the Governing Body and to work closely with the Head in supporting the work of the Governing Body. To ensure timely and effective support to the Governing Body by attending meetings to report on administration, finance, health and safety and premises.
51. To work in accordance with national and agreed LA policies and liaise with LA officers, advisors and other outside agencies as appropriate, keeping up to date with all relevant educational issues and legislation.
52. To be committed to the school, its inclusive ethos and equal opportunities for all in the school community

53. Participate in the school's performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
54. Adhere to the council's equal opportunities policies and ensure anti-discriminatory practice within the service area.
55. Maintain effective communication both verbally and in writing.
56. Ensure all information is treated confidentially and to have absolute discretion at all times.
57. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority
58. Undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.
59. To attend Resources committee meetings as SBM and to attend Standards committee meetings to take minutes and to publish them in a timely fashion.
60. To keep up to date on relevant educational issues and legislation and to attend relevant conferences and workshops for this post as agreed with Head Teacher.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. You will be required to work outside normal hours on occasion with due notice e.g. to attend Governing Body meetings. You will be required to dress smartly as is fitting to an office environment which interfaces with the public.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed (Postholder)

Date:

Signed (Headteacher)

Date:

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment