



Job Description

Post: School Business Manager

Grade: Band A, Points 23 - 28

Duties and Responsibilities

The School Business Manager will be responsible to the Headteacher (as their line manager) in playing a significant strategic role and will be a full member of the Senior Management Team (SMT).

- To be responsible for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available.
- To be responsible for all or the majority of the disciplines of Finance, Personnel Management, Premises Management, Administration, all general Training and Development of office staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- To be responsible for effective Risk Management as delegated by the Headteacher.

GENERAL

The post holder will be expected to use the Authority standard computer hardware and software packages where appropriate. Specific responsibilities include:

FINANCE AND RESOURCE MANAGEMENT:

- To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- To prepare for approval by the Headteacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- To use financial management information and benchmarking tools to identify areas of relative spend, assess trends and directly advise the Headteacher and Governors accordingly.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To supervise and monitor all accounting procedures and resolve any problems, including:
 1. To be an integral part of the ordering, processing and payment for all goods and services provided to the school.
 2. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 3. Maintaining an assets register.
 4. Preparation of invoices and collection of fees and other dues, taking action where necessary to recover bad debts.
- To prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- To be responsible for ensuring the provision of a comprehensive payroll service for all school staff, and the operation of various pension schemes and other deductions in which the school participates.

- To prepare all financial returns for the DFE, LA, and other central and local government agencies within statutory deadlines.
- To prepare and obtain approval from the Headteacher and Governors of the schools SFVS assessment.
- To prepare and regularly review all financial policies, checks and assessments including: Finance, lettings, charges and remissions policies, staff and governor competence matrices and business interests.
- To be responsible for dealing with the school's VAT liabilities
- To maximise income generation within the ethos of the school.
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- To be responsible for the management of the Family of Schools SEN budget and providing financial information as directed by/ in liaison with the Family SENCO and other school SENCO's.

HR MANAGEMENT

- To be responsible for the administration in recruitment and appointment of all school staff: advertising, applications, interviews and appointments.
- To give advice to Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.
- To prepare all personnel records and returns for the DFE, LA and other central and local government agencies within statutory deadlines
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative, clerical, IT and financial.
- To be responsible for the recruitment, professional development, appraisal and training of all office and IT staff, where directly employed by the school.
- To be responsible for organising cover for staff when required.
- To be responsible for the induction of new staff to the school procedures providing essential and informative resources.
- To be responsible for the provision of administration to the full governing body and sub committees. Including preparation and distribution of agendas, minutes and other reports /documents for meetings.

PREMISES MANAGEMENT

- To liaise with premises and maintenance, ground staff, cleaners and caterers and Leisure Centre staff as employees of the PFI Provider and the LA.
- To liaise with the PFI Provider, LA and other outside agencies on maintenance, improvements and security to the school site and the buildings. Ensure the efficient operation of all facilities on the property.
- To be responsible for reporting to the PFI Provider and the LA on issues relating to the upkeep of playing fields, gardens, all weather surfaces and land drainage and the maintenance of boundaries, footpaths, roads and rights of way.
- To organise the purchase, repair and maintenance of all furniture, resources and play equipment.
- To be responsible for the maintenance of the asset management plan for the annex.
- To organise the repair and maintenance of the annex building.
- To be responsible for coordinating all evening and holiday lettings.
- To work with staff, pupils, the PFI Provider, LA and other outside agencies in the promotion of energy and water efficiency throughout the school.

RISK MANAGEMENT

- To be responsible for the monitoring of the installation and maintenance of equipment for premises security, fire protection and escape by the PFI Provider and reporting on discrepancies to the Headteacher, Governors and LA where appropriate.
- To be responsible for the preparation, regular review and approval by the Governors of the schools Fire policy.
- To be responsible for the preparation and regular review of the school's Fire Risk Assessment.
- To be responsible for initiating regular fire practices and fire training and the recording of these.
- To be responsible for the preparation, regular review, approval by the governors and distribution to all staff of the schools Health and Safety Policy.
- To be responsible for the preparation and regular review of the school's general risk assessments, including premises, Coshh, legionella, personnel, pupil and visitor health and safety and outdoor equipment and activities.
- To be responsible for the preparation, regular review and approval by the governors of the schools emergency plan. To organise training events for the SEMT.
- To be responsible for the coordination, maintenance and security of the school Central Register of DBS, safeguarding and safer recruitment checks.
- To be responsible for monitoring the statutory testing duties undertaken by the annex caretaker and PFI staff and reporting to the Headteacher, Governors, LA as appropriate.
- To be the key holder for the annex building in the absence of the Headteacher.
- To be responsible for maintaining a register of risk management and ensuring the regular review of risk assessments and refresher training.
- To be responsible for arranging first aid training for key staff.

ADMINISTRATION MANAGEMENT

- To be responsible for the provision and maintenance of adequate systems within the school offices.
- To liaise with the ICT Network Manager in the planning, costing and development of an adequate and effective ICT infrastructure provision to the school.
- To ensure adequate ICT recovery and security provision in place for school office systems.
- To be responsible for securing lease and maintenance agreements for ICT provision where required in line with LA policy. To ensure new and reviewed leases and maintenance agreements are approved as appropriate.
- To be a key point of contact and support for governors. To produce agendas and supporting documents and take the minutes of committee meetings. To attend full governing body meetings and support the induction of governors for school.
- To ensure the provision of an efficient switchboard and school reception
- To source and introduce new innovations in school office systems.
- To be responsible for the positive promotion of the school, including regular provision of a school newsletter, provision of press releases/editorials via various mediums when required.
- To ensure the provision of hospitality for visitors to the school, including corporate events and training
- To be the point of contact for all school lettings.
- To understand the implications of the Data Protection Act and GDPR. To work with the DPO and SIRO to ensure correct storage, handling, retention and disposal of paper and electronic records is in line with school policy and to maintain confidentiality of information.

To share our commitment to promote the safeguarding and welfare of the children and undergo appropriate checks in this regard.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.