

Larmenier & Sacred Heart Catholic Primary School



JOB DESCRIPTION: School Business Manager

GRADE: Principal Officer 4 (PO4, Spine Points 36-39)

SALARY: £39,453.04 - £42,216.95

HOURS: Full-time 36 hours per week (Monday to Friday) for 39 weeks term time, plus 4 weeks by arrangement with the Headteacher

PURPOSE OF JOB: To ensure the strategic direction of the school is maintained and managed in all non-teaching areas and to provide accurate information to the Headteacher, Senior Leadership Team and the Governing Board.

RESPONSIBLE TO: The Headteacher

LINE MANAGEMENT RESPONSIBILITIES: Administrative Staff and Site Manager

JOB PURPOSE:

- To develop strategic support of non-teaching aspects of the school through innovative developments and maintaining accurate management information.
- To lead on all non-teaching aspects of the school through the design and implementation of strategies relating to continuing professional development, site development, financial reports and personnel advice.
- To ensure the accurate and timely provision of management information to the Headteacher, Governing Board, Local Authority (LA), Diocese, Catholic Education Service (CES) and the Department for Education (DfE), and to advise the Governors, Headteacher and Senior Leadership Team (SLT) on all non-teaching matters so as to contribute to the successful and effective operation of the school and to maintain its strategic direction.
- To immediately line manage all administration staff and the Site Manager, undertaking appraisal. To develop a whole team strategy that supports learning and teaching through strategic support.
- To provide legislative guidance and advice to staff on matters relating to Human Resources (HR) including contractual obligations, pay and leaves of absence.
- To be one of the school leaders serving on the Leadership Team (LT), attending meetings as appropriate.
- To ensure site maintenance is compliant with legislation and to provide line management support and guidance to the Site Manager to undertake his duties effectively.
- To design, implement, manage, operate, maintain and develop non-curriculum services, administrative and financial procedures and systems of the school in cooperation with the Headteacher and Governing Board.
- To be responsible for the provision of a full range of support and confidential services to the Headteacher and Governing Board.
- To manage the update of the school website and ensure compliance with legislative requirements.
- To undertake any duties not listed below that are commensurate with the level of responsibility of the post.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the DfE's latest statutory guidance on 'Keeping Children Safe in Education', and the school's Safeguarding & Child Protection Policy.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES:

Conduct

- To treat pupils, colleagues and other members of the school community with respect and care at all times.
- To support the school's Mission Statement, the school's behaviour related policies (including the Staff Code of Conduct and the general expectations outlined in the Staff Handbook) and actively promote the school's Equalities Policy.
- To demonstrate good attendance, punctuality and prompt time-keeping in order to be effective in the post.
- To maintain a smart, professional appearance and professional manner.
- To ensure confidentiality and respect the privacy of pupils, parents/carers, staff and other visitors at all times.
- To participate in training and professional development as required, sharing expertise and skills with others.
- To take an active, and supportive role in the day-to-day life of the school, e.g. supporting whole school events and activities.

Strategic Role

- To contribute to the overall ethos of the school and ensure this is shared by the whole school.
- To work at a strategic level alongside the Leadership Team.
- To attend all appropriate meetings of Governors' Committee Meetings, to report to the committees and advise on all aspects of business and development within the school.
- To ensure consultation with staff and parents/carers on non-curriculum services as agreed with the Headteacher.
- To contribute to the School Development Plan and to develop and maintain the three-year strategic plan.
- To attract additional funds for the school wherever possible and liaise with funding agencies.
- To integrate equal opportunities into all aspects of service to the school and to select resources and work practices which reflect this.
- To develop and maintain constructive relationships and communicate with other agencies and professionals.
- To share expertise and skills with others both internally and externally and contribute to national debates and discussions, e.g. DfE consultations.
- To participate in training and professional development as required.
- To recognise own strengths of expertise and use these to train, advise and support others.
- To engage and work with primary School Business Managers within the Diocese and LA through network meetings.

Finance and Accountancy

- To be responsible for managing the school budget and lead on the planning, monitoring and evaluation in consultation with the Finance Advisor (Strictly 3BM Education).
- To ensure financial forms are returned to the LA in accordance with requirements.
- To liaise regularly with the Headteacher (including monthly budget check), and advise on budget management.
- To support budget holders with regard to expenditure and give them regular reports.
- To manage the school's financial information system (FMS) in accordance with regulations laid down by the local authority, the DfE and the school's Finance Policy. To contribute to the Finance Policy in the school and ensure that current guidelines are in place.
- To manage all accounting procedures and resolve any problems including:
 - The processing and payment for all goods and services provided to the school.
 - The operation of all bank accounts and the safe keeping of money on-site.
 - Ensuring that a full reconciliation is undertaken each month and submitted to the Education Finance Section.
 - Ensuring that all VAT is reclaimed in accordance with legislation.
 - The preparing of invoices and other dues, taking necessary action to recover debts.
 - Financial management of school meals provision.
 - The banking of all school monies (e.g. funds from school meals, fundraising activities, Governors' Fund etc).

- To manage and be responsible for the year-end financial procedures.
- To ensure the asset register is maintained regularly.
- To arrange audit of the School Fund and Governors' Fund accounts.
- To be responsible for school procurement ensuring best value for money is achieved and to lead on identifying sources of funding and sponsorship ensuring maximum income is generated within the ethos of the school.
- To be responsible for providing management information for the Headteacher and Governing Board using the above systems, including termly reports for the Finance & Resources Committee and information for all internal budget holders.
- To attend the school's Finance & Resources Committee meetings and provide advice to its members.
- To ensure the administration of returns for the DfE, CES, Diocese, LA and other central and local government agencies are completed within statutory deadlines.
- To be responsible for seeking professional advice on insurance and advising the Governors.
- To liaise with the payroll provider (Prospects Payroll) as necessary.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services and to advise the Governing Board on best value and best practice.
- To be responsible for the selection and management of resources and to manage regular audits of resources.
- To ensure that principles associated with best value are applied to all school transactions.
- To keep abreast of any financial changes relating to school systems and keep the Headteacher informed.
- To report annually to the relevant bodies on the Schools Financial Value Standard (SFVS).
- To manage finances associated with school lettings.

Personnel and Human Resource Management

- To ensure compliance with legislation in relation to staff recruitment, including best value, writing of job descriptions and selection criteria, liaising with agencies, designing and placing adverts, ensuring that all pay scales and other information is correct, supervising the collation and sending out of packs, arranging interviews and contacting referees.
- To undertake the administration in relation to any staff changes and resignations, liaising with Education Human Resources and the payroll provider.
- To ensure all staff have current enhanced Disclosure and Barring Service (DBS) checks and to ensure all information is correctly applied to the Single Central Register (SCR).
- To coordinate the Sickness Absence Monitoring procedures and be responsible for updating the Headteacher regarding levels of absence of all staff and to ensure the school complies with the CES Sickness Absence Policy. To ensure all relevant returns are undertaken for the Education Human Resources/payroll provider.
- To process time sheets and pay claims, checking and authorising accuracy to manage the relevant budgets, by the required payroll deadline.
- To manage and update all staff data on paper and on the personnel database module of SIMS.
- To provide the Headteacher with management information and reports as required.
- To manage site care management relief for school lettings as appropriate.

Premises, Health & Safety Management

- To be responsible for the security of the school staff and premises in liaison with the Headteacher and Site Manager.
- To manage the Site Manager by providing day-to-day line management duties and undertaking appraisal.
- To develop and implement a strategic premises management plan, including use of the online premises management system (Statlog).
- To implement and monitor the school's Health and Safety Policy so that it complies with the requirements of the Health and Safety at Work Act.
- To develop systems to inspect the whole school regularly as a means of identifying risks and to ensure all issues are dealt with appropriately.
- To ensure regular alarm checks are conducted by the Site Manager.

- To produce and maintain guidance to ensure parents/carers and staff are aware of relevant health and safety practice issues pertaining to the site.
- To inform the Governing Board on options available for the optimum financial and practical management of the site.
- To devise innovative and resourceful projects to ensure the best use is made of the premises in order to support the curriculum.
- To ensure all legislative checks and tasks, i.e. fire risk assessments, Display Energy Certificates (DECs), electrical testing etc, are conducted at regular intervals and maintain a register of these checks (Statlog).
- To ensure that the school complies with the First-Aid Regulations 1981 in its provision of First Aid to staff, pupils and members of the public. This includes ensuring training needs of First Aiders are met and that the regulations for accident/incident reporting are followed.
- To liaise with the Fire Service and the Site Manager to ensure that the installation and maintenance of equipment is suitable for protection against, and escape from, fire. Keeping records of, and initiating, regular fire practices and alarm testing. Ensuring emergency procedures are kept up to date and familiar to all pupils and staff.
- To ensure a 'risk assessment and hazard identification' schedule is maintained and acted upon in liaison with site staff and the Local Authority's Health & Safety Officer.
- To work with the SLT and senior staff to lead on and participate in the school's effective response to civil and other emergencies using skills/expertise and the school's emergency procedures.
- To manage practical and educational projects involving building work, maintenance and development of school grounds, including the organisation of consultations and conducting reference checks.
- To make arrangements for all refurbishments/development and maintenance works if to be funded from revenue/delegated or capital budgets, including the drawing up of specifications, issuing of contracts, and contract compliance.
- To be responsible for liaison with the Diocese, LA, architects and contractors' personnel regarding building projects.

General Management and Administration

- To provide organisational and complex advisory personal support to the Headteacher.
- To prioritise workloads and use initiative.
- To liaise with the Headteacher and ensure urgent and pressing matters are dealt with promptly.
- To promote and maintain a positive school image both internally and externally.
- To ensure all staff uphold the positive ethos of the school in collaboration with the Headteacher and LT.
- To ensure the reception area is staffed at all times to receive personal callers, e.g. pupils, parents/carers, visitors, and telephone enquiries.
- To ensure administration staff deal with enquiries in a friendly manner, taking appropriate action on own initiative.
- To ensure that complaints are dealt with tactfully, attempting to resolve minor matters and referring more serious matters to the appropriate member of staff.
- To manage all office management systems, including systems for the control and management of office, school and curriculum supplies.
- To manage the development and maintenance of the school's clerical and financial record/information systems including the confidential and general files and records, systems for the control and management of the office and school supplies, creation and maintenance of databases, spreadsheets and all other computer programs as required.
- To oversee the management and updating of all pupil data on paper and on computer (SIMS).
- To ensure production of reports on pupil analysis and mobility when necessary.
- To undertake word processing, interrogation and maintenance of databases and spreadsheets and use these to provide reports and data analysis for the Headteacher, SLT and Governing Board.
- To manage the completion of statistical returns of information for the LA, Diocese, CES and the DfE, e.g. census returns, funding returns and termly absence returns within statutory deadlines. Ensuring liaison with the SENCo and the SLT to maintain and update pupil data. To produce relevant reports when necessary.

- To be responsible for obtaining licences and permissions.
- To be the school's named Data Controller and be responsible for the security and confidentiality of all records in the school office, ensuring all documentation is collected, processed and stored appropriately and in compliance with the General Data Protection Regulation (GDPR).

 I agree to the above job description

Post Holder..... Date.....

Manager..... Date.....