



# **St. Alban's Catholic Primary School**

## **Job Description**

### **Primary School**

**SCHOOL BUSINESS MANAGER: Level 8 Administration and Finance (Business Manager Band H)**

**Accountable to: Headteacher**

**Line Manager of: Office Staff, Midday Supervisors and Site Manager/Caretaker and Cleaners**

### **JOB PURPOSE:**

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims.
2. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
3. The School Business Manager is responsible for the
  - financial efficiency and regulations,
  - budget Projections and value for money implications,
  - Strategic planning
  - human resources
  - facilities Management and contracting services
  - Health & Safety Management of the School.
  - ICT and Administration Management

### **SPECIFIC DUTIES:**

#### **Leadership & Management**

1. Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings offering financial and personnel support and advice as required.
2. To provide information on the annual budget statement.
3. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team with the overriding views of enhancing Teaching and Learning.
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and line manage finance staff including assisting in the creation and implementation of recruitment, induction, appraisal, training and monitoring of systems for these staff.
6. To actively promote the values and ethos of the school
7. To be committed to the continuous improvement of standards and the quality of provision for pupils.
8. To ensure that the school is fully prepared to meet external auditing and Financial Management requirements.

#### **Strategic planning**

1. Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications
2. Understand the effects and implications of government policies, legislation and directives through attending LA briefings and ensuring that professional advice is sought, where appropriate.
3. Part of the Senior Leadership Team
4. Work with the head teacher and the Governing Body to develop effective strategies for current initiatives and long-term educational trends and developments
5. Work with the head teacher and the Governing Body to effectively manage the disciplines of finance, human resource management, ICT, estate management, whole-school administration and marketing.

6. Work with the head teacher on projects to improve the school's revenue.
7. Assist in the development of the School Improvement Plans
8. managing an effective administrative system for the school.

## **PERSONNEL**

1. Line Manager for support staff.
2. Performance Management for support staff
3. Implementing, Managing, monitoring and evaluating an effective staff development programme,
4. Involvement in the appointment of staff, including advertising, interviewing and shortlisting.
5. Responsible for planning, development, design, organization and monitoring of support systems, procedures, policies and financial management.
6. Efficient running of the office and its staff.
7. Responsible for management of all facilities management of whole school.

## **Management Information Systems & ICT**

1. Consider approaches for existing use and future plans to introduce or discard technology in the School.
2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
4. Establish systems to monitor and report on the performance of technology within the school
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
6. Ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
8. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness. To maintain the security of school information and ensure that the school ICT is a safe environment for children.

## **Facilities Management**

1. To assess the viability of letting of the school premises and report to the governing body on such findings
2. Monitor, assess and review contractual obligations for outsourced school services
3. To seek professional advice on insurance advising the Principal and governors on appropriate insurances for the school and implement and manage such schemes accordingly. To manage any insurance issues, including claims.

## **FINANCIAL AND RESOURCE MANAGEMENT**

1. To be responsible for the effective management of financial administration procedures, including responsibility for compliance and financial regulations.
2. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
3. Submit the proposed budget to the Governors for approval and assist the overall financial planning process
4. Use the agreed budget to actively monitor and control performance to achieve value for money and advise the Headteacher/Finance Committee of possible under/over spending whilst providing options for varying expenditure.
5. Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants and provide ongoing budgetary information to relevant people
6. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
7. Identify additional finance required to fund the school's proposed activities
8. Seek and make use of specialist financial expertise
9. Maximise income through lettings and other activities
10. Managing procurement and being responsible for securing relevant funding
11. Work with Building Inspector in Preparation of work specifications for tender and assisting with the selection of contractors.
12. Monitor the effectiveness and implementation of agreements
13. Ensuring the proper collection, reconciliation and banking of any monies received by the School.
14. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School. Implementing the approved insurances and handling any claims that arise.
15. To provide regular financial reports and strategic advice to the Governing Body.
16. To ensure effective administrative systems and practices are in place which comply with legal and statutory requirements.

17. To undertake continual assessment to ensure that the needs of the school are met in the face of government and legislative changes.
18. To prepare regular management accounts for budget holders and report on the financial state of the school to regular meetings of the Finance, Sites and Buildings committee of the Governing Body.
19. To propose revisions to the budget if necessary, in response to significant or unforeseen developments.
20. To maintain a strategic financial plan that will indicate the trends and requirements of the school's continuous improvement plan and will forecast future years' budgets.
21. To be responsible for the management of the school's accounting functions (SIMS.NET FMS), ensuring their efficient operation according to agreed procedures and in accordance with the Financial Procedures Handbook. To maintain these procedures by conducting at least an annual review.
22. To act as authorised signatory as delegated by the Headteacher.
23. To ensure that Best Value Principles are adhered to and upheld and that all financial returns are submitted within statutory deadlines.
24. To be responsible for ensuring maintenance of the SIMS.NET finance system ensuring the efficient ordering, processing and payment of all goods and services provided to the school.
25. To be responsible for the preparation of invoices and collection of fees and monies due to the school.
26. To be responsible for ensuring that the schools voluntary funds are administered efficiently, reviewed and monitored regularly and that accounts are produced at financial year end in accordance with auditor's requirements.
27. To ensure that the Asset Register is maintained up to date and that depreciation calculations are accurately monitored for inclusion in the financial year end accounts.
28. To liaise with bursar service on all accounting matters and to provide end of year financial accounts and back up documentation.
29. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations and the financial reporting of such monies.
30. To negotiate, manage and monitor contracts, tenders and agreements for the provision of all external support services, such as utilities, service level agreements and all building maintenance contracts in conjunction with the school's Site Manager and LA building inspector.
31. To ensure that all cash received in school, e.g. trip monies, uniform monies and club monies are processed as per financial procedures and banked appropriately.
32. To be the main point of contact with the school's bankers and to ensure that best value is obtained in the operation of the school's bank accounts and free from banking charges.
33. To ensure that all principles and procedures detailed in the Schools Financial Value Standards are adhered to in the correct way.
34. To advise the Headteacher and governors if fraudulent activities are suspected or uncovered in accordance with the school's Whistleblowing Policy.
35. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.

## **HUMAN RESOURCE MANAGEMENT**

1. Liaise with the payroll services for all school, informing them of changes, issues and relevant information.
2. To be responsible for the completion of all new starter paperwork and other documents relating to staff employment and maintain the Personnel database.
3. To liaise with Headteacher on personnel issues.
4. To liaise with HR Service to ensure that the appropriate clearance for new staff is received – medical checks, Criminal Records Disclosure and obtainment of employment references. To be responsible for completion of the appropriate documentation to assist in the process.
5. To be responsible for the maintenance of confidential staff records.
6. To work with the Headteacher to ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
7. To manage and maintain the school's Single Central Record for safeguarding
8. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
9. Monitor the way policies and procedures are actioned and provide support where necessary
10. Seek and make use of specialist expertise in relation to HR issues
11. To complete all statutory returns including SWFRC
12. To ensure the efficient maintenance of all staff records, recording of absences on SIMS and accurate recording of information for School Workforce Reform Census returns to the DfE.
13. To provide advice and information for the Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy, and other HR matters.
14. To advise the Headteacher and governors on changes to policy requirement needed to comply with legislation concerning employment protection, equal pay, etc. and new pension regulations.

15. To ensure that sickness and leave of absence records are maintained and to complete associated absence insurance claims.
16. To maintain confidential staff records and to ensure that staff records held in school are kept confidential.
17. To review staff attendance and make recommendations where necessary to the Headteacher and Governing Body.

### **SAFEGUARDING**

1. To ensure all policies are in place and maintained.
2. To ensure all safeguarding checks are made.
3. Ensure that Single Central Record is kept up to date.
4. Child Protection co-ordinator. – to attend child protection meetings, liaise with professionals to ensure the safety of pupils
5. Safer recruitment officer for school.
6. To ensure all staff receive appropriate safeguarding training.
7. Training for lead child protection (level 2)