

<b>Job Title:</b>	School Business Manager (Primary)	
<b>Grade:</b>	PO5	
<b>Responsible to:</b>	Headteacher	
<b>Responsible for:</b>	All business functions of the school and to effectively manage school finances	
<b>Hours:</b>	Monday to Friday 8.30am to 4.30pm	

## 1. Purpose of job

- To give strategic vision and leadership to all aspects of Budget, Finance and premises.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team (SLT) and the Governors, ensuring that legal and safety requirements with regard to people and property and function of school are maintained.
- To be responsible for the school site including the maintenance, development and efficient use.
- To function as a line manager for all admin. premises, catering and extended schools staff
- To play a central role in the Senior Leadership Team.
- To ensure the school is fully prepared to meet Ofsted and SFVS criteria and Local Authority (LA) Health & Safety inspections.
- To liaise with relevant members of LA and Council.

An AAT technician qualification, in addition to a high level of knowledge in areas of Education Policy, Premises, Personnel and ICT will be required as the post holder will have full responsibility for the administrative functions of the school as required by the Head teacher and Governing Body.

The post holder is also required to have the ability to work under very high levels of pressure in a demanding environment and be able to meet effectively the ever-changing needs of the school.

The post holder will be required to lead and manage the administrative, premises, extended schools and catering staff and will be responsible to their efficiency and effectiveness in meeting the needs of the school within the changing educational environment.

## **2. Responsible**

Alongside Head Teacher and Governors

## **3. Basic objectives of the post:**

- a. To lead and advise the SLT and Governors on matters relating to premises, finance and Health & Safety.
- b. To attend all main governing body meetings and assist the chairs for Finance/Personnel and Premises/Health & Safety sub-committees.
- c. To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher
- d. To help in the undertaking, and where appropriate take a specific lead, in projects identified in the school improvement plan
- e. To provide support as relevant to the Head Teacher and Senior Leadership Team.

## **4. Finance**

**To work with the Head Teacher in preparing the annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long term financial management. The Business Manager will be responsible specifically for:**

- a. Obtaining agreements of budgets and to monitor all expenditure by preparing regular accounts for budget holders. To report on the current situation in terms of the budget to the governors, by attending, when necessary meetings and finance subcommittee meetings of the governing body.
- b. The management of the school accounting function, ensuring its efficient operation according to the school and the local education authority's agreed procedures and to main those procedures by conducting at least an annual review.
- c. Preparing the final accounts and to liaise with auditors and to ensure that the school's accounts comply with all necessary requirements.
- d. Using financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- e. Maintaining VAT and, if appropriate, income tax returns, and submit statutory returns.
- f. Effective liaisons with the payroll provider to ensure all staff are paid efficiently and monitor the monthly payroll for any discrepancies.
- g. Preparing all financial returns for the school, DCSF, local authority and other government agencies within statutory deadlines.
- h. Assisting in planning for the maximisation of income generation within the ethos of the

school.

- i. Preparing appraisals for particular projects and the development of long term initiatives for the school.
- j. Helping plan, prepare and liaise with local education authority and other agencies with regards to grant applications, gifts and donations.
- k. Securing bid-based competitive funds ensuring that the LA protocols are observed for tendering.
- l. Negotiating, managing and evaluating contracts, tenders, and agreements for the provision of support services (including energy suppliers and catering), with a view of cost effectiveness and ensuring the school maximises its potential from these services.
- m. Promoting arrangements and bookings for how the school's facilities are used by outside agencies, groups and the wider community.
- n. Seeking the appropriate advice in terms of insurance matters and advising the governors accordingly. To process and submit any such claims.
- o. Overseeing the ordering of all equipment, materials and services. To ensure regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.
- p. Maintaining systems and controls for the effective use of school's bank accounts.
- q. Operating and maintaining the computerised accounts system and for the prompt and controlled payment of invoices through the school's cheque book account.
- r. Preparing invoices and organise collection of fees and other dues (e.g. trips, dinner money, breakfast club etc.) taking legal action with appropriate advice where necessary to cover bad debts.
- s. Assisting parents, or directing them to staff in the school who may help them, in securing the benefits to which they are entitled.
- t. Ensuring financial management of school meets all required standards including the school's own Scheme of Delegation.

## **5. Premises and Health & Safety management**

The Business Manager will be responsible for the overall management and maintenance of the school building, facilities, grounds, fabric and furnishings of the school, working with the Site Manager and Head Teacher. Specific responsibilities include:

- a. Taking the lead on compiling and implementing a Premises Development Plan, including energy conservation.

- b. Attending and reporting to Governors' Health & Safety/Premises committee and staff Health & Safety committee.
- c. Overseeing the quality of work of contractors, premises and cleaning staff, allocating work programmes and reporting standards to the Head teacher.
- d. Monitoring the 'maintenance book' ensuring all issues are resolved in a timely fashion.
- e. Managing the purchase, repair and maintenance of all furniture and fittings.
- f. Advising on the main health and safety requirements relating to the school, completing relevant risk assessments and pointing out any shortcomings to the Head Teacher and governors.
- g. Completing annual fire safety risk assessment with Site Manager.
- h. Keeping records and initiating regular fire practices.
- i. Monitoring the site managers' schedule of safety testing for specific equipment.
- j. Overseeing the school's safeguarding procedures with regards to access to the school.
- k. Management of the school in terms of letting out the premises to members and groups of the wider local community and to aid the school move towards implementing the core provision for extended services. Liaising with the site manager with regard to issuing of receipts, collection of monies and pay claims for extended hours worked
- l. Management of major building projects and monitoring the work of on-site contractors, arranging for estimates of work.
- m. Leading on development of school's critical incident plan and manage the elements linked to the resource management responsibility. Leading in the implementation of risk assessment and loss prevention strategies in the school to reduce possible insurance costs.
- n. Managing and monitoring security, maintenance, heating, cleaning and other general site services within the premises.

## **6. Marketing and Promoting**

- a. To welcome all parents, pupils and visitors to the school and provide them with relevant support and information on all aspects pertaining to the life of the school.
- b. To promote the school to different audiences and raise its profile in the local/wider community. Liaise with local businesses for fundraising and joint projects.
- c. Where appropriate, ensure effective liaison with visiting professionals to the school.
- d. To promote the public's perspective of the school by helping to organise tours to

prospective parents / visitors / prospective staff.

- e. Liaise and support the work of the Parent Staff Association.
- f. To provide admin support in maintaining and updating the school website and Managed Learning Environment.

## **7. Other Duties**

- a. To manage and complete performance management reviews for Admin, premises and catering teams.
- b. Manager – overseeing career development and training requirements.
- c. Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- d. To keep all policies and procedures under review and recommend improvements
- e. To access training relevant to own professional development.
- f. To ensure confidentiality when appropriate.
- g. To undertake any other temporary duties consistent with the basic objectives of the post.
- h. Review the above after 3 months from date of appointment.

(The above duties may alter from time in accordance with the school's future needs. However, any changes will be undertaken in full consultation with the post holder.)

## Person Specification

<b>Experience</b>	<p>Experience of development, management and operation of administrative and finance systems and staff in a variety of settings.</p> <p>In-depth knowledge of Health &amp; safety risk, issues, and legislation in relation to education.</p> <p>Knowledge of asset management processes.</p> <p>Understanding of tracking systems, analysing data and benchmark systems.</p>
<b>Qualifications</b>	<p>AAT Technician</p> <p>CSBM or DSBM</p>
<b>Knowledge &amp; Skills</b>	<p>Effective use of ICT and other specialist equipment/resources.</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Ability to relate well with children and adults.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Awareness of current and emerging trends in education policy nationally and locally.</p> <p>Demonstrates understanding of managing staff.</p> <p>Knowledge and understanding of financial management principles and good practice, including audit requirements.</p> <p>Understands the importance of teamwork and teambuilding techniques.</p> <p>Knowledge of education sector-specific legislation, regulation, guidelines and codes of practice relevant to the post.</p> <p>Understanding of ways to prepare, manage and monitor budgetary systems that ensure value for money.</p> <p>Demonstrates a good knowledge of strategic management in schools</p>

	<p>and school improvement planning.</p> <p>Understanding of effective principles for fundraising and grant writing. ?</p> <p>Knowledge and understanding of project management tools and techniques commonly used within the education sector.</p> <p>Knowledge and understanding of marketing strategies.</p>
<b>Equal Opportunities</b>	Commitment to the implementation of the school's equal opportunities policy.
<b>Continuing Professional Development</b>	<p>Willingness to undertake additional training/staff development as appropriate.</p> <p>Ability to reflect on your own professional practice.</p>
<b>Skills and Abilities</b>	<p>Able to apply time management, planning and delegation tools effectively.</p> <p>Demonstrate a problem-solving approach to all areas of work.</p> <p>Ability to communicate effectively with colleagues, governors, parents, local authority and other stakeholders.</p> <p>Able to access, analyse and interpret information.</p> <p>Able to demonstrate creative thinking.</p> <p>Able to use data and benchmarking to set targets to monitor whole school performance.</p> <p>Able to demonstrate leadership skills.</p>
<b>Personal Style and Behaviour</b>	Acts with integrity, honesty and fairness.
<b>Other Special Requirements</b>	Must be willing to work out of hours as required.