Mellor Primary School Business Manager Job Description

Responsible to: The Headteacher

Leads & Manages: School Office, Finance Administration, Site Manager/Caretaker and members of the support staff

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. 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.
4. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

Main Duties and Responsibilities:

1. **General Duties – Leadership and Strategy**

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage key school support staff. In particular the school business team
- To report to Trustees the management of accounts and financial activity of the Academy

2. **Key duties:**

- Responsible for the development, management, operation and delivery of supportservices for the academy.
- Responsible for the financial planning, forecasting and expenditure of the academy's budget.
- Responsible for the implementation/administration of recruitment procedures of staff.
- Development and review of various school policies and supporting procedures and practices to ensure the smooth operation and timely delivery in consultation with theoperational

needs of the school.

- Responsible for the content and submission of relevant information to the Senior Management Team, the Governing Board and outside agencies.
- Manage procurement and be responsible for securing relevant funding, adding value andfinancial benefits to the school.
- Identify the need and be responsible for securing appropriate licenses and insurance.
- Responsible for devising effective marketing and promotion strategies for the school.
- Support the development of health and safety plans within the school.
- Responsible for the management of facilities, including use of building premises and associated income.
- Assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection
- Plan the review of all policies and communicate with the headteacher and governing board. Ensure all policies are up to date and in line with the latest legislation.

3. Finance

- To ensure that financial standards are complied with in line with current legislation and the requirements of Companies House, the ESFA, Charities Commission, HM Customs and Excise (VAT and Corporation Tax) and other organisations as required. To advise the Headteacher and Governing Board on these matters.
- Prepare and monitor the annual and medium term academy budgets, producing budgets and reports in line with ESFA requirements and timescales.
- To effectively use financial information to identify trends for investigation.
- To develop and monitor an effective system of financial risk management, identifying where risks can be minimised or shared with insurers, ensuring insurance cover is in placein compliance with legislation and to cover identified risks. (Risk Register)
- Responsibility for annual service level agreements and contracts including use of tender procedures where necessary. To comply with legislation and negotiate with suppliers of goods and services to achieve best value for the academy. Manage and monitor contractson a rolling programme.
- To collate information, produce and present detailed financial reports on revenue and capital funds to the Headteacher, the Finance Committee and the full Governing Body utilising information maintained on SIMS FMS, HCSS and Tucasi software. To inform the Finance Committee on a monthly basis and in accordance with ESFA regulations to include Income & Expenditure Account, variation to budget report, Cash Flow & Balance Sheet.
- To produce the Annual Forecast Outturn (May annually)
- To produce the Annual Budget Forecast Return for the DfE. (July annually)
- To prepare, with the assistance of the academy's auditors, financial reports for preparationof final audited Company Accounts in line with Company House, The Charities Commission and DfE legislation. (Autumn term)
- To produce the Governors' annual report for inclusion in the academy's end of yearcompany accounts. (Autumn term)
- To produce the Annual Resource Management Self-Assessment Tool (Novemberannually)
- To attend Governors' and other meetings and report on financial matters as appropriate.
- To write and maintain financial policies in compliance with the ESFA Financial Handbookand ensure that all financial administration is carried out in accordance with them. To advise the Headteacher and Governing Board on financial policy. To act in compliance with the Governing Board's Delegation Policy.
- To make day to day decisions within set budgets, advising on and negotiating competingclaims for resources.
- To comply with the requirements of the academy's auditors, and ensure compliance in linewith legislation.
- To monitor the academy's cash flow to ensure a strong financial footing, planning for anticipated problems.
- Ensuring invoices are produced as required producing payments through the FMS chequeor BACS system. Similarly through Tucasi for School Fund, Friends of Mellor and Forest School accounts.

- Monitor Out of School Care Account.
- Maintaining a record of income due and dealing with any bad debts in line with the academy's policies.
- Operate the school's bank accounts - ensure monthly reconciliation through SIMS FMSand Schools Cash Office.
- Maintain an assets register.
- Maintain an inventory.
- Be responsible for the academy's VAT liabilities and advice on charitable status.
- Produce annual Charities Commission report for Friends of Mellor.
- Liaise with Friends of Mellor and others for fund raising.

- Operate and reconcile the School's Multi-Pay Charge Cards each month.
- Reconcile the monthly payroll through SIMS FMS, checking that any overtime/ additional hours undertaken by staff agree with the ITrent payroll provided by Stockport MBC, HR & Payroll Service
- Maintain register of annual declarations of Business Interests for Governors and Staff
- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements

4. Company Secretary

- To organise and prepare paperwork for the Finance & Resources Committee and Full Governing Boardmeetings.
- To maintain the register of directors and ensure returns are filed efficiently and in time in accordance with statutory returns i.e. Companies House Annual Return (August annually)and any amendments to directors including terms of office etc.
- To ensure Governors information on 'Get information about Schools' is kept up to date
- Advise Governing Board on finance; prepare reports etc. as part of long term business plan.

5. School Development within the Community

- To promote, market and co-ordinate the community use of the site. Maximise income through lettings and other activities
- To liaise with the Headteacher and others in effectively promoting the school's publicimage through the local media, local business and community contacts.

6. Human Resources

- To produce/amend and file staff contracts via Stockport MBC's Office Online.
- To maintain Staff Contracts on SlMS.net and HCSS software.
- Maintain Single Central Safeguarding File
- To act as the school's Business Unit Administrator & Verifier for Stockport's Online DBSapplication process.
- Maintain confidential staff records.
- Maintain annual safeguarding disclosure registers for staff, Trustees and \/volunteers.
- To arrange whole school training where appropriate, such as Basic Safeguarding, Health and safety, Manual Handling etc.
- To liaise and instruct admin team on procedures, legislation as appropriate.
- To produce the Annual School Workforce Return for the DfE. (November annually)
- To maintain staff absence/sickness records and liaise with the HR team where necessary.
- To undertake staff absence/return to work meetings, monitor 'trigger' points, completing appropriate paperwork, informing Headteacher where necessary.
- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for relevant support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

7. Asset, Facility & Property Management

- To co-ordinate the maintenance of the school site and efficient operation of facilities.Ensure that furniture and fittings are repaired and maintained.
- To ensure that school premises and equipment are regularly checked for maintenanceand that faults and problems are logged and dealt with, buying in specialist ad\lice as required.
- To ensure that Planned Pre\tentative Maintenance contracts are in force and kept up todate, factoring in repairs over the medium term.
- To ensure that services such as those provided by Stockport MBC, Stockport Homes, Grounds Contract, etc. are fulfilling their requirements and take appropriate action if not.
- Advise the Headteacher of any Health and Safety issues.
- To advise the Headteacher and Governing Body on any insurance issues.
- To produce and maintain the Academy's Business Continuity Plan.
- To produce the Annual Land & Buildings Collection Tool (October Annually)
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services

- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively 9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

8. Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

9. Whole Academy Administration

- To be responsible for the SIMS Financial Management Information System.
- To obtain the necessary licenses and permissions to comply with legislation, copyrightand the Data Protection Act.
- To ensure that school is GDPR complaint in liaison with Stockport's Information Governance Data Protection Officer.

10. Miscellaneous

This job description sets out the main duties. It is assumed that other duties of a similarlevel/nature undertaken are not excluded although they are not itemised.
Duties could vary from time to time as a result of new legislation, changes in technology or policy.

Name _____

Signed _____ Date _____

Name _____

Signed _____ Date _____
Headteacher