

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH778	<b>Grade I</b>
<b>Job Title :</b>	Primary School Business Manager	
<b>Main Job Purpose :</b>	Manages all matters within the school which are supportive to, but do not involve, the teaching function.	

#### Main Duties :

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1.	Attend school management meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management. Contribute to the development of the school business plan, including the long-term strategy for the future development of the school.
2.	Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Head Teacher, Governors Finance Committee and the School Senior Management Team. Oversee the production and updating of school financial procedures in accordance with financial regulations and audit requirements. Manage all non public funds including the production and presentation of the annual accounts to the Governors' Finance Committee. Monitor all school bank accounts. Ensure appropriate security and authorisation arrangements. Deal with the school's rating assessment and VAT liabilities.
3.	Develop and monitor all management information systems including the analysis and evaluation of data and detailed reports/information to further the school's improvement and to meet the information requirements of the LA/DCSF.
4.	Oversee the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
5.	Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Head Teacher, in accordance with Best Value frameworks. Conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors.

<b>Main Duties</b>	
<b>6.</b>	Monitor and control spending and advise the senior management team on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends. Prepare financial returns for the DCSF, LA and other local and central government agencies as required. . Maximise income generation within the ethos of the school. Manage all income generating schemes including lettings and sponsorship ventures. Advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects as appropriate.
<b>7.</b>	Manage <b>all</b> groups of support staff within the school (premises, administrative/financial, midday supervisory, teaching assistants), ensuring appropriate supervision and deployment. Ensure regular appraisals are conducted for all staff and that staff training is in accordance with identified development areas for staff and operational requirements.
<b>8.</b>	Develop and monitor the support service and whole school systems/procedures/policies. Oversee effective interface with the LA eg regarding pre-employment checks, pay, contracts. Organises Teacher Supply cover.
<b>9.</b>	Manage any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies.
<b>10.</b>	<b>If required</b> , lead, manage and develop the school's extended service provision.

<b>Supervision and Management</b>
The jobholder manages between 6 and 15 staff, arranged into groups who perform different types of work.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The jobholder prepares school budgets, budgetary forecasts, projections and estimates; devises operational procedures and working practices relating to financial and accounting systems, security, premises management systems, programmes of work for staff etc; and generates ideas on income generation schemes.

<b>Key Contacts And Relationships</b>	
Head Teacher, School Management Team, Governors, staff, Contractors, LEA Departments and Advisors	Routine information regarding day to day activities and operations relating to admin, finance, premises etc. Explanations and advice relating to budgets, staffing arrangements, building and maintenance work, contracts, changes to contracts or service providers etc. Presenting proposed school budgetary plans. Influencing contractors on terms of contracts.
Staff	Sensitive staff issues. Undertaking staff appraisals. Recruitment and selection of new staff.
Contractors	Negotiating contractual terms, managing the work of contractors on site in their service provision to the school.
Governing Body, School Management Team, LEA Departments	Presenting school's budgetary plans, funds and accounts.

<b>Decision Making</b>
The jobholder decides on the forecasts for the school budget, with support from Education Accountancy, and makes decisions relating to the planning of buildings and maintenance work. The jobholder makes recommendations with regard to the use of school finances, income generating schemes, staffing establishment, accommodation issues, building work and use of contractors.

<b>Resources</b>
The jobholder is responsible for ensuring the school uses appropriate procedures to secure financial and physical resources, but does not have personal "hands on" accountability.

<b>Working Environment</b>
The jobholder's work is interrupted eg by emergency situations, such as power breakdowns, mechanical breakdowns; staffing issues etc. requests for financial information, reports etc. from the Head Teacher. Work is mainly undertaken in an office, within the school premises. The jobholder is required to review building work, maintenance work etc. which may be undertaken outside.
There is contact with members of the public, visitors to the school, contract staff, students etc.

## **Knowledge and Skills**

The jobholder needs the ability to undertake a range of advanced activities, requiring detailed knowledge of finance, accounting and budgeting; the utilisation of ICT software; premises issues; and skills in staff supervision and presentation of reports. Typically the jobholder will have or be studying towards the NCSL Certificate of School Business Management.