JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Directorate of Education & Childrens Services
Post Reference No:	Location: Alfred Sutton Primary School – East Reading Federation.
Job Title: SCHOOL BUSINESS MANAGER	Grade/Salary Range: RG7m scp 33-36 gateway 37-39 JE Code: T1204 July 2024

JOB PURPOSE

The School Business Manager (SBM) is the school's leading support staff professional and works as a member of the Senior Leadership Team, in supporting the Headteacher in their duty to ensure that the School meets its educational and operational aims.
The SBM ensures the most effective use of resources in support of the school's learning objectives.
The SBM is responsible for the day-to-day function of:

- Financial Resources
- Human Resources
- Premises
- Health & Safety
- IT Infrastructure and Hardware
- GDPR
- Procurement and contracts

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The SBM is a member of the Senior Leadership Team and reports to Headteacher
Line Management responsibility for:

- Premises Manager & Caretaker
- Administration & Operations Manager & Finance Officer.

The SBM is required to work collaboratively with the SBM at Redlands, for the benefit of East Reading Federation as a whole.

MAIN DUTIES AND RESPONSIBILITIES

LEADERSHIP AND STRATEGY

- Attend meetings with members of the SLT
- Attend Governor Committee meetings, preparing reports and documentation in advance
- Lead and manage the development of strategic financial plans, highlighting risks and opportunities in both income generation and expenditure
- Use knowledge of government policies, legislation and directives to help develop effective strategies to meet current and future needs of the School
- Research and analyse strategic choices and recommend those most likely to achieve the School's goals and objectives
- Advise the Headteacher and Governors on finance and employment law, policy and procedure
- Ensure effective liaison with other schools and local businesses
- Assist in the promotion of the School to different audiences across the local community
- Line management and carry out Performance Management Reviews for direct line reports. Set annual targets, carry out in-year reviews, and make recommendations for incremental progression where appropriate

- Lead on GDPR compliance within the School, supported by the externally appointed DPO
- Involvement in the formulation of the School's Risk Register, managing appropriate areas to mitigate/limit risk, where possible

FINANCIAL RESOURCE MANAGEMENT

- To be familiar with the general terms of the Local Authority's Scheme of Finance, and to research details as required
- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations and SFVS
- Evaluate information and consult with SLT and Governors, to prepare a detailed and realistic budget, including 4-year projections, linked to the School Development Plan
- Use financial management information, to benchmark the School's income and expenditure; and identify any key areas of concern to the Headteacher and Governors
- Monitor monthly and report income and expenditure and advise the Headteacher/Governing Body of any significant variation to budget and to identify reasons for such variances
- Propose revisions to the budget, if necessary, in response to significant or unforeseen circumstances
- Analyse the financial effects of changing staffing structures, as required; advising the Headteacher on the best strategy considering the School's financial position and SDP
- Act as the key contact for the School's bank accounts, amending bank mandates, authorisation limits etc, as required.
- Carry out monthly bank reconciliations and submit monthly financial returns to the LEA, ensuring accuracy of financial data at all times
- Submit all financial returns to the LEA, to include but not limited to, Outturns, SFVS, Lease submissions, adhering to deadlines set
- Maintain Cash Flow ensuring that sufficient funds are readily available for the settlement of purchase invoices and direct debits
- Complete and submit financial year end, ensuring accounts balance to LEA reports
- Maintain up-to-date knowledge of funding formula, government issued grant funding, available LEA funding, and submit relevant funding applications as required, such as SEN Top Up Funding
- Put formal finance agreements in place, such as operating leases for the procurement of assets, ensuring compliance to School financial regulations
- Manage aged debt, establishing agreed payment plans if necessary
- Compile and submit all finance related policies for Governor approval
- Manage procurement, utilising DfE Frameworks when beneficial to do so, evidencing best value and ensuring procurement regulations are adhered to
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Ensure that appropriate internal controls are in place; advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Monitor the effectiveness of School Trips management, to avoid any financial loss
- Identify opportunities to maximise self-generated income, such as lettings, submission of bids and sponsorship
- Represent the School at LEA finance meetings, audits and evaluations of financial data
- To instigate remedial actions following internal or external audit/review
- Attend finance related training, as required
- Manage all financial transactions, including Accounts Payable, Accounts Receivable, Petty Cash, Banking and VAT reconciliation
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
- Fulfil the role of Administrator of the School's Budgeting and Finance Software

- Ensure effective management of the School's Asset Register

ADMINISTRATION MANAGEMENT

- Oversee the design and maintenance of administrative systems that deliver outcomes based on the School's aims and objectives
- Establish and use effective methods to review and improve administrative systems
- Maintain the School's Policy Tracker, in conjunction with the Clerk to Governors, and ensure the publication and circulation of policies to all interested parties
- Oversee the preparation of information for the DfE, LEA and other agencies and stakeholders within statutory guidelines

ICT SYSTEM MANAGEMENT

- Manage the IT function of the School, with regards to connectivity, networking and hardware/software provision, securing contracts as required
- Work closely with the Headteacher, IT support contractor, to facilitate the School's IT strategy; and compliance to DfE Digital & Technology Standards in Schools
- Ensure resources, support and training are provided to enable the best use of available ICT
- Ensure contingency plans are in place, in the case of technology failure
- Ensure Data Protection is in place
- Consider approaches for existing use and future plans to introduce or discard technology
- Establish systems to monitor and review the performance of technology within the School, making amendments as necessary
- Ensure the school website is informative and Dfe compliant

HUMAN RESOURCSES MANAGEMENT

- Manage the payroll for all School staff, ensuring accuracy of payments through monthly reconciliation
- Process annual increments of all staff
- Complete monthly submission of timesheet claims to Payroll
- Manage the recruitment process of all staff
- Oversee the management of accurate personnel records, ensuring that suitable contracts of employment are in place
- Work closely with other members of SLT, to ensure thorough staff induction, probation and performance management procedures are established and maintained
- Seek and make use of specialist expertise in relation to HR issues
- Responsible for the accurate submission of the School Workforce Census
- Oversee statutory training records, to ensure compliance at all times
- Secure supply insurance and/or maternity cover insurance; ensuring that all eligible claims are submitted within timescales determined by the Policy
- Maintain up-to-date knowledge of employment law; national pay scale negotiations and outcomes; changes to annual leave entitlement and RBC HR related policies

PREMISES MANAGEMENT

- Seek professional advice on insurance, advise SLT and Governors on appropriate insurance options and implement and manage such schemes accordingly
- Manage a comprehensive maintenance plan for the School site, in consultation with the Premises Manager
- Manage premises related contracts, eg cleaning, ensuring best value and monitoring KPIs. Issue tender renewals, as required
- Ensure regulatory compliance with regards to premises equipment servicing, such as fire fighting equipment, gas, TMVs etc and CDM regulations with RBC property services.

- Ensure the continuity of utilities, site services and equipment
- Formulate the Asset Management Plan, in conjunction with the Headteacher, for approval by Governors
- Work closely with the LEA, with regard to any premises related projects, and opportunities to benefit from public funding
- Ensure the supervision of construction processes to ensure safe working practices are implemented at all times
- Management of lettings to external organisations, ensuring that legal requirements are met
- Be responsible for energy management and management of the School's environmental impact, review wastage and consumption; identifying well-researched methods of improvement
- Be responsible for budgetary control of premises related expenditure
- Oversee site security to ensure the maximum level of security consistent with the ethos of the school

HEALTH AND SAFETY

- Have delegated responsibility for Health & Safety matters within the School
- Formulate and submit the H & S Policy to Governors, for approval, ensuring that it is clearly communicated and implemented effectively
- Complete the Health and Safety Audit, in conjunction with the Headteacher.
- 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 & safety issues to SLT, Governors, RBC Health & Safety and, where necessary, the Health & Safety Executive
- Ensure the management of all H&S areas including but not limited to COSHH.

GENERAL SCHOOL

- To contribute to the wider school
- Undertake reasonable tasks as directed by the headteacher

Gateway Criteria

Leadership & Strategy

- Contribute to and take an active part in the strategic planning and development of initiatives
- Lead change at whole school level, engaging with stakeholders to facilitate change
- As a member of the Senior Leadership Team, provide direction for a wide range of diverse functions in relating to non-teaching, such as Administration, Finance, HR and Premises Management

Financial Resource Management

- To be innovative and able to react to funding opportunities and bid for external monies, whenever possible, and securing such funding, resourcing projects that would not otherwise go ahead
- Formulate and update policies on behalf of, and for ratification by, the Governing Body relating to areas covered by the role (e.g. investigate and write a school-specific policy for the introduction of something new, e.g. the use of a debit card for internet shopping)
- Research and analyse strategic choices and recommend those most likely to achieve the school's goals and objective. (e.g. Profile various staffing structures and their budget implications and discuss with the Headteacher in confidence, to maximise the effectiveness of the deployment of staff and the impact on teaching and learning)
- Produce timely, fully costed and sustainable proposals and present these at Governors' meetings.

Premises Management

- Manage building emergencies at any time, with due consideration to health & safety of all persons present, and by making the necessary arrangements for repairs to be carried out and School to remain operational
- Deal with complex matters involving negotiations with various parties and having the autonomy within these negotiations on facilities related matters
- To have the authority under the School's Financial Procedures to find secure resources for building maintenance/repairs to be carried out at short notice
- In consultation with Headteacher and Governors, develop & implement strategic plan for premises & facilities, in line with development plan priorities, and future proofing of facilities to ensure the needs of the ever-changing curriculum are met (e.g. creating a costed 3-year Asset Management Plan which is flexible and sustainable)
- Manage building emergencies at any time with due consideration to health and safety of staff, pupils, community users and by making the necessary arrangements for repairs to be carried out and school to remain operational

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED INCLUDING BARRED LIST CHECK

What Level H&S Responsibilities are applicable to this post? LEVEL 3

Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Be aware of and support difference and ensure equal opportunities for all
Contribute to the overall ethos/work/aims of the school
Appreciate and support the role of other professionals
Attend and participate in relevant meetings as required
Participate in training as required

PERSON SPECIFICATION

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Job Title: SCHOOL BUSINESS MANAGER	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:
• Level 4 Diploma in School Business Management, NCSL CSBM or DSBM or equivalent in a relevant discipline • Or AAT, CIMA, equivalent relevant qualification or experience • Accountancy or business qualification or training desirable • Evidence of up-to-date Professional Development Training
EXPERIENCE:
• Proven experience in a school or business environment • Experience of strategic management of budgets • Skills and confidence to coach and mentor staff and tackle underperformance • Experience of premises and contract management including procurement and performance monitoring • Proven experience of managing a diverse team • Experience of delivering change • Experience of product management and co-ordination
SKILLS AND ABILITIES:
• Outstanding planning and organisational abilities • Ability to lead and motivate other staff • Ability to think strategically and facilitate solutions • Knowledge of IT connectivity and network configuration • Knowledge of Health & Safety legislation • Knowledge of Orovia budget building and FMS Finance software is desirable • Ability to work as both part of a team and independently • Professional assertive and clear thinking • Good ICT skills • Excellent verbal and written communication skills • Excellent literacy and numeracy
SPECIFIC WORKING REQUIREMENTS:

- Flexible approach to working practices
- Commitment to contributing to the wider school and its community
- Ability to demonstrate excellent working relationships
- Ability to lead and motivate others
- Ability to work as part of a team
- Ability to work autonomously
- Resilience
- Ability to show sensitivity and objectivity when dealing with confidential issues
- Good organisational skills – able to prioritise workload to ensure deadlines are met, whilst maintaining a work/life balance
- Thorough, consistent approach
- A commitment to uphold the ethos and aims of the school