**SPIRE NURSERY AND INFANT SCHOOL**

**Business Manager Job Description**

|  |  |
| --- | --- |
| **Job Title:**  | Business Manager |
| **Scale Point:**  |  |
| **Hours per week:** | 37 hours  |
| **Weeks per annum:** | 52 weeks |
| **Salary Range:** | Grade 10 Points 20-23 |
| **Reports To:**  | Headteacher |

**Job Purpose / Objective**

* To provide leadership and management of the administrative and financial functions of the school.
* To ensure the most effective use of resources in support of the school’s learning objectives.
* To assist the headteacher in ensuring that the school meets its educational aims.

**Duties / Responsibilities**

**Leadership / Strategic**

* Attend full governing body and appropriate governor sub-committee meetings
* Lead and manage administrative and financial functions of the school
* Keep the Headteacher updated on financial, administrative and premises situations and informed of potential issues or problems.
* Suggest to the Headteacher ways in which the school can improve and use its resources more cost effectively.
* Network with other school bursars / business managers and share best practice

**Financial Resource Management**

* Maintain financial processes, procedures and regulations and ensure their application in all financial matters
* Prepare the annual school budget plan taking into account requirements of the school improvement plan
* Monitor financial budgets and all matters relating to the school’s financial situation
* Provide ongoing budgetary information and prepare budget forecasts and financial reports for the Headteacher and Governing Body
* Identify and inform the Headteacher and Governors of significant budget variances and take prompt corrective action
* Liaise with the appropriate LA departments on financial matters where necessary
* Oversee cash handling and cash management procedures
* Oversee weekly banking and account reconciliation for school meals, breakfast and after school clubs
* Manage the schools Imprest bank account
* Carry out financial benchmarking and prepare a report and recommendations for the Headteacher and Governing Body
* Manage and maintain the schools inventory and ensure appropriate secure disposal of written off assets
* Manage stock control systems
* Manage all aspects of ordering goods and services for the school, ensuring value for money principles are applied
* Process all invoices for payment, as per financial regulations
* Prepare invoices, returns and any other documentation necessary to ensure the school receives all income and funding due
* Oversee debt recovery procedures
* Assist the headteacher in researching and writing bids for funding and grant applications
* Prepare for and manage the audit process and application of the subsequent action plan
* Manage the School Financial Value Standards (SFVS) process and returns
* Prepare financial returns to DFES and LA (i.e. SEN TA and EYFS and ERS funding returns)
* Manage school insurances, membership subscriptions and licences
* Obtain and present fully costed quotations and tenders, as per financial regulations
* Manage and monitor the effectiveness of leasing and support contracts
* Manage SEN equipment ordering process, ensuring appropriate income is received from the LA

**Administration Management**

* Manage the whole school administrative function and lead admin support staff, ensuring high quality service provision at all times
* Manage the provision of a reception service for parents, pupils and visitors
* Attend LA Admin Officers meetings as required
* Manage and review administrative systems and processes to ensure they are efficient and effective
* Oversee the preparation and production of various school records and publications throughout the academic year (i.e. prospectus’s, pupil reports, learning journeys, new starter packs, newsletters)
* In conjunction with the School Business Officer, arrange reviews for children with SEN, send out invites and reports and update the SEN spreadsheet
* Prepare and submit EYFS and KS1 statutory assessment result returns to the DFES and LA
* Manage the school’s email accounts, ensuring prompt action and response where required
* In conjunction with the Senior Admin Assistant manage the school, nursery and meeting room diaries, ensuring alignment with the Headteacher’s diary
* Oversee the schools reprographics service and photocopier contracts
* Oversee the maintenance of school record keeping and secure filing systems
* Maintain school telephone systems and contract

**Human Resource Management**

* Liaise with the headteacher on staff and resource planning, ensuring staffing rota’s are regularly reviewed and maintained
* Liaise with the headteacher on statutory policies and when they need updating
* Assist with interview and recruitment procedures where required
* Lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relationship to staff and other adults who may have contact with children or will be on site
* Oversee staff contract changes, ensuring alignment with budget plans
* Assist with the administration of staff cover, liaising with external agencies where required and ensuring alignment with budget plans
* Ensure key employment policies required by law are implemented, reviewed and presented to governing body for approval.
* Keep records in accordance with the schools record and retention schedule and data protection law, ensuring information security and confidentiality at all times.

**Facility and Property Management**

* Manage all site maintenance and minor building repairs
* Liaise with the caretaker on relevant site management issues
* Liaise with and oversee contractors / external agencies regarding all works carried out in and around school
* Manage the property services (option 1) building repairs contract
* Manage and co-ordinate regular service checks on hoists, PE equipment, electrical wiring / appliances, boilers, heaters , fire equipment and water storage tanks etc
* Co-ordinate the purchase, repair and maintenance of all furniture, fittings and equipment
* Investigate, recommend and implement energy saving initiatives
* Provide monthly utility meter readings to the utility companies and LA
* Prepare documentation and reports for annual landlord visits

**Management Information Systems / IT**

* Maintain an effective reporting system for staff experiencing IT related problems
* Advise and support staff on the use of IT in school and investigate and resolve minor IT problems.
* Maintain staff user accounts for key school systems such as Email, Integris, SAP, Evolve and the school network / server
* Maintain the school website content
* Consult with the Headteacher, IT technician and IT co-ordinators to introduce new technology and improve existing technology
* Ensure contingency plans are in place in the case of technology failure

**Health and Safety**

* Work with teachers to complete and oversee risk assessments using the EVOLVE system and ensure all trip details are forwarded on to the Headteacher for approval
* Act as the schools Health and Safety Lead:
	+ Plan, instigate and maintain records of fire practices, alarm tests and fire evacuation procedures
	+ Ensure the school’s written health and safety policy statement is clearly communicated and available to all people
	+ Ensure the health and safety policy is implemented, put in to practice and subject to review and assessment at regular intervals or as situations change
	+ Regularly consult with people on health and safety issues
	+ Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Management Team, Governing Body and where appropriate the Health and Safety Executive
	+ Arrange staff H&S training and maintain the staff training spreadsheet
	+ Ensure appropriate H&S building inspections are carried out
	+ Oversee statutory obligations are being met for pupils with special educational needs

**Reception / General Administration**

* Receive visitors and ensure signing in / out procedures are followed and ID is checked as per safeguarding procedures
* Answer the telephone, handle enquiries from visitors, parents, staff and pupils and take appropriate action to ensure enquiries are dealt appropriately
* Receive and sign for deliveries
* Assist with uniform sales
* Administer first aid to pupils as required, in keeping with the school’s policy
* Liaise with parents regarding pupils sickness / injury and non-attendance
* Nursery milk scheme administration
* Fruit and veg scheme administration
* Check and approve transport claim forms for children who arrive by taxi
* Train colleagues on new systems and procedures as required
* Understand and comply with the County Council’s Equal Opportunities and Health and Safety policies
* Comply with the Health & Safety Policy and Legislation in the performance of the duties of the post
* Comply with the schools Confidentiality Policy
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post
* Attend training as required

**GDPR (General Data Protection Regulations)**

* Overall responsibility of Data Protection Officer for the school
* Manage the GDPRIS Portal
* Update Policies when required
* Present updated policies to Governing Body for approval
* Ensure up to date policies are available on school website