

St. Edmund's Catholic Primary School

Job Description

Post: School Business Manager

Salary Scale: Grade 10, points 27-30 pro rata

Hours: 22.5 hours a week Term time only + 5 INSET days + 2 weeks

Job Purpose

The School Business Manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, IT management, facility and property management, and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the Senior Leadership Team to focus on teaching and learning.

1. Finance

- To support the Headteacher and governors in providing effective financial management of the school and ensuring all financial systems are in place as recommended by the audit commission guidance.
- To take responsibility for management systems appertaining to finance and staffing and where appropriate, be responsible for the provision of advice and guidance to the Headteacher and governing body on national and local guideline and policies, ensuring compliance.
- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating delays and ensuring value for money.
- Checking and reconciling printouts relating to charges for salaries, premises, supplies and services, central services, standards fund, etc. and taking action to correct or highlight any discrepancies.
- Preparation, continual monitoring and evaluation of the budget in consultation with the Headteacher. Advising the Headteacher and governing body where revisions or changes are needed.
- Forecast future year's budgets, based on the school's estimates funding and trends in expenditure to enable the Headteacher to make strategic, long-term decisions.
- Producing budget reports for governors and attending and advising at all Resources Governor's meetings.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Ensuring that invoices are made and issued where necessary.
- Identify the need to be responsible for securing appropriate licences and insurance.
- Maintain records with regard to the collection of funds and payments to the Diocesan Building Fund.
- Be a named holder of the school procurement card and be responsible for its appropriate use.
- Ensure the effective and efficient operation of school finances, delegating tasks to the administrator where appropriate.

2. School Information Management Systems (INTEGRIS)

- Develop and monitor management information systems.
- Maintain all personnel records in MIS.
- Determine the need for and arrange provision of information, analysis and evaluation of data and detailed reports.
- Be responsible for the design and effective operation of administrative procedures.
- Be responsible for the submission of relevant information to the Senior Leadership Team, governing body and outside agencies.

3. Staff Records and Returns

- Maintaining records of staff absence in Integris and IBC.

<ul style="list-style-type: none"> • Assisting the Headteacher with staff recruitment, ensuring that all Safer Recruitment processes are completed, and the relevant contracts issued. • Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law. • Advise on HR issues within school and liaise with the Oxfordshire County Council HR provider, EPS. • Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency. • Recording and monitoring of annual leave for the Caretaker and cleaner. • Inputting monthly overtime and internal supply claims and monitoring payments. • Processing of all leaver, new starter and contract change paperwork via the IBC. • Contacting payroll administration regarding pay queries. • Have line management responsibilities that include managing the administration, lunchtime supervision, caretaking and cleaning staff; being responsible for the induction, appraisal and monitoring of this group of staff; being responsible for the recruitment and training for this group of staff.
<p>4. Communication</p> <ul style="list-style-type: none"> • Write reports as necessary for the Headteacher and governors. • Ensure there are effective communication systems in place between all groups in school. • Manage facilities including premises, lettings and the associated income, buildings and projects, etc. and ensure effective communication with the Headteacher, resources governors and caretaker on these issues.
<p>5. General Office</p> <ul style="list-style-type: none"> • Maintain the filing system for personnel and finance. • Ensure the tidiness and general appearance of the immediate work environment. • Make an effective team with the administration staff, the Headteacher and all other school personnel and governors. • Keep records in accordance with the school's record retention schedule and data protection laws, ensuring information security and confidentiality at all times. • Provide administrative support for the Headteacher and governing body.
<p>6. Pupil Care</p> <ul style="list-style-type: none"> • Ensure compliance with recording and reporting procedures in relation to accidents and injuries to staff and pupils. • Comply with and assist with the development of policies and procedures relating to child protection, reporting all concerns to an appropriate person.
<p>7. Teacher Support</p> <ul style="list-style-type: none"> • Liaise with staff on the scheduling of school events, contractors, visitors and the school diary. • Provide advise and information on budgetary expenditure.
<p>8. Admissions</p> <ul style="list-style-type: none"> • Deal with all admission enquiries. • Arrange visits to the school. • Liaise with the LA regarding the coordinated admissions arrangements. • Ensure the Admissions Policy is updated to comply with diocesan and DFE requirements, including organising consultations where necessary. • Ensure the ranking of applicants for admission is compliant with the admissions criteria. • Report pupil numbers and attend all governor's Admissions Committee meetings.
<p>9. Health and Safety</p> <ul style="list-style-type: none"> • Act as health and safety manager for the school. • Act as Educational Visits Coordinator for the school. • Manage the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in school. • Organise health and safety training for staff and maintain staff training records.

10. Safeguarding

- Maintain the school's Single Central Record and ensure that all appropriate safeguarding checks are carried out and recorded for staff and volunteers as part of the school's safer recruitment procedures.
- Ensure that generalist safeguarding training is carried out for all staff, governors and volunteers.

11. As a Member of the Senior Leadership Team

- Be an active member of the school's Senior Leadership Team, playing a part in the strategic development of the school.
- Play a positive role in the development of school policy and practice.
- Respect the confidentiality of information and discussion as appropriate.
- Take a positive, leading role in all aspects of school development to promote high standards in behaviour, curriculum display and celebrations and the general school environment.
- Provide information to the Senior Leadership Team and the governing body on financial issues relating to school development.
- Play a full and active role in all aspects of the life of the school, supporting and attending major events and activities.
- Be an exemplary role model for other members of staff in the way you conduct yourself in all aspects of your various roles within the school.
- Fulfil all requirements with regard to school policies and procedures, particularly health and safety, equal opportunities, emergency evacuation, security and work standards and promotion of the school's core values and ethos as a Catholic community.
- Participate in training and other learning activities and performance development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.

The School Business Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff Code of Conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.