

St. John's C of E Primary School

Job Profile

School Business Manager

- This is a 32.5 hours per week for 41 weeks per annum (3 weeks over holiday periods, with 5 days leave taken during term time – to be agreed with successful applicant) 8:30am – 4pm
- This job profile recognises the requirements of Surrey Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the school.
- Salary: The salary will be dependent on experience and will be within the range of Surrey Pay. PS9 FTE £40,296 - £43735 pro-rotta £32900 - £35708
- Responsible to: Headteacher
- Responsible for: Office team, site team, mid-day supervisors, and Breakfast Club and After School Care staff, IT Support and Catering contract management

JOB PURPOSE:

Commitment to the School

- Be mindful and supportive of the values of the school and contribute to the overall ethos and aims of the school
- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- To participate in the appraisal process and to engage with professional development (CPD) and other forms of training and support.
- To liaise with other local schools to keep up to date with current initiatives

Main Responsibilities and Duties

JOB PURPOSE

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT). The post is responsible for overseeing Finance, Administration, IT, HR management, Premises Management and Health & Safety of the school.
- To support the Headteacher alongside the SLT to ensure the school meets its educational aims and improves standards of learning and achievement in the school.
- To be involved in all aspects of strategic planning, advising on the financial implications and ensuring that the school makes best possible use of resources available at all times
- Operate maintain and develop the administrative, secretarial and financial procedures and systems of the school, in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met – including undertaking the role of health and safety coordinator and Fire Officer.
- Responsible for the development of supportive and effective team of administrative and ancillary staff including appraisal, training and mentoring systems

Leadership and Strategy

- Contribute to the Strategic Leadership Team and appropriate Governors' sub-committee meetings.
- Negotiate and influence strategic decision making within the school's Strategic Leadership Team.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the School Development Plan.
- Lead and manage the administration staff, premises staff, Breakfast & Afterschool staff.

Financial Management

- Act as the main financial consultant to the Governors and Headteacher, responsible for reporting to them on a regular basis and also to the Business Management Committee through attendance at all meetings.
- Prepare, for approval by Governors, the annual Budget, Draft Budget & three year budget plans,

providing accurate annual estimates of expenditure to ensure that the School's financial resources are maximised and the needs identified in the School Improvement Plan are targeted, within the limits of available funds.

- Ensure that expenditure is monitored and controlled in line with the Budget Plan; ensure that accurate financial records are maintained and reported on a regular basis, including attending governors' meetings, with particular reference to variances.
- Supervise the maintenance of all school accounts, including salaries, petty cash and School Fund accounts
- Make day to day decisions within the budget headings and act as the first point of contact on financial procedures.
- Maintain a thorough system of internal financial controls.
- Ensure compliance with the Schools Financial Value Standard (SFVS), other audits, and that appropriate evidence is retained to demonstrate compliance.
- Liaise with Surrey CC with regard to delegated and devolved budgets and for audit purposes.
- Liaise with the Caretaker and the Diocese on the financial and budgetary implications of all building works and improvements.
- Prepare financial appraisals for particular projects and developments for long term School initiatives.
- Manage SIMS FMS finance module and any other financial systems in use.
- Prepare monthly financial returns to Surrey CC and undertake the end of year reconciliation.
- Supervise the proper collection, reconciliation and banking of all income for both official and unofficial funds.
- Use data analysis, evaluation and reporting systems to maximise efficiency
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Produce, maintain and ensure compliance of relevant policies and make recommendations.
- Oversee the school's payments for Breakfast and After School Club.

Health and Safety

- Act as the school's Health & Safety Co-ordinator.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Lead and manage the Fire Safety Officer ensuring fire practices and alarm tests are planned and instigated, and records are well maintained.
- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Ensure 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 Leadership Team and Governors
- Ensure the maximum level of security consistent with the Christian ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs and disabilities ensuring that financial and supporting agency services are adequate for their diverse needs.

Procurement

- Organise and supervise procedures for all supplies and services ensuring best value.
- Oversee the financial administration for the ordering, delivery and payment of invoices, including processing invoices through regular BACS/cheque payment runs.
- Organise the negotiation and tendering process for contracts of services (e.g. cleaning, grounds maintenance, photocopying, etc.); including where required working in proactive partnership
- Maintain systems and checks in line with audit requirements

Premises

- In conjunction with Headteacher, develop and implement means of generating additional income and support.
- As the health and safety coordinator, ensure a safe environment for all stakeholders
- Organise lettings and booking arrangements for use of premises. Oversee the invoicing of lettings and

receipt of income.

- Liaise with the Caretaker in co-ordination of programmes of maintenance, repair and improvement (including Health and Safety issues).
- Initiate and monitor building projects and keep the Headteacher and Governors informed on all necessary issues.
- Ensure the adequacy and maintenance of all fixed and portable appliances in the School including fire alarms, security alarms, etc.
- Supervise the maintenance of the equipment register and security marking of electronic goods in accordance with Surrey CC regulations.
- Ensure the School Health & Safety Policy is kept up to date and communicated clearly; all records/documentation maintained as required by Surrey CC and/or HSE.
- Liaise with IT Support Contractors with regards to IT requirements and updates for the administrative network and assist users where necessary.
- Ensure the continuing availability of utilities, site services and equipment
- Ensure ancillary services e.g. catering and cleaning are maintained and managed effectively.
- Prepare financial appraisals of particular projects and be prepared to seek necessary funding approval from the Diocese of Southwark, or additional funding from external sources where appropriate.
- Maintain the school Emergency Plan documents and take a lead role in the implementation of procedures.

Personnel

- Promote the strategic and effective management of all staff, advising the Headteacher and Governors on different pay levels and condition of service.
- Advise the Headteacher and Governors on changes in employment regulations and implications of the changes.
- Provide information and advice on conditions of service for all staff, in consultation, as necessary.
- Ensure compliance with employment law and policies of the Department for Education, Surrey CC and the School.
- Manage payroll services for all staff including the management of the pension scheme
- Ensure compliance with legislation regarding DBS disclosures and manage the process of keeping up-to-date DBS clearance for all staff governors and parent helpers, including managing the Single Central Record
- Co-ordinate the administration for all recruitment processes according to employment legislation, safer recruitment guidelines and School policies.
- Responsible for all staff contracts, including issues relating to payroll, and maintenance of staff personnel records.
- To supervise the processing of staff service returns, recording and organising all administration in relation to absence management.
- Liaise with the Office Team in all appropriate areas relating to personnel
- Liaise with site staff in relation to arrangements for annual leave
- Manage recruitment and administer appraisal for designated staff and ensure professional development needs are met.

Administration and ICT

- Line manage the Office Team to ensure efficient and effective operation of the School's main point of public contact and administration.
- Ensure the most effective use of the School's management information systems.
- Complete and oversee the completion of statutory returns to ensure submission in a timely manner.
- Ensure all software upgrades are installed as required.
- Ensure necessary licences and permissions are procured and renewed when required
- Liaise with the data protection officer to ensure that the school complies and carries out its responsibilities in relation to GDPR legislation.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring best value for money.
- Ensure the ICT strategy and key objectives are progressed, the initiatives costed, planned and evaluated to ensure best value.
- Ensure contingency plans are in place in case of technology failure.

- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.

All Office Staff

- Ensure the safety, in the School Office/Reception area, of any child waiting collection / transport as a result of illness or unsatisfactory behaviour.
- Ensure that all visitors in the school are provided with appropriate visitor badges, and that they comply with safeguarding and security regulations.
- Be an Appointed First Aider and assist with first aid as required, and if necessary, deal with sick children by receiving sick or injured child, contacting parents or emergency contacts and sending child home. In more serious cases arrange ambulance transfer of child to hospital with an accompanying adult if parents not immediately available. Administer all documentation in relation to parental permissions.
- Be the reviewer of all accidents or incidents, electronically and environmentally.
- Assist in the smooth running of the School Office service by working efficiently with the Office Team and ensure that office equipment is operating satisfactorily.
- Ensure all cash kept on site is stored safely and that management of access to the safe is carried out in accordance with guidance issued by the school and/or Local Authority.
- Manage the electronic notice board in conjunction with other Office Team.
- Work with the Office Team to co-ordinate adverse weather procedures in accordance with school policy, and contact parents / emergency contacts, as and when required
- Participate fully in the school's Performance Management Programme and suggest ways to raise standards of performance and efficiency, and be aware of personal training requirements.
- Liaise with key stakeholders involved in the school.
- Undertake duties appropriate to the grading of the post as required and as directed by the Headteacher

General

- To participate fully as a member of the Strategic Leadership Team, attending regular meetings, making presentations to staff or governors as needed and attending relevant staff and committee meetings.
- Manage and oversee the Breakfast & Afterschool Club.
- Promote effective teamwork and high standards of professional practice across the administration team.
- Promote, implement and monitor strategies for effective communication throughout the school community.
- In the absence of members of the administration team ensure that reception duties, first aid and pastoral care of the pupils can still be carried out as necessary.
- Ensure that all statutory returns are submitted on time.
- To undertake other duties requested by the Headteacher as requested
- Assist the Clerk to the Governors and the Chair of Governors in the efficient discharge of their duties for Governors' meetings.
- Be aware of the confidential nature of the work required.
- Provide basic support to the team at times of peak activity eg. answering telephone calls or greeting a parent.
- Participate in training and other learning activities and performance development as required

This list of tasks is not exhaustive, but should indicate the range of duties and level of responsibilities involved in this post.