

OLDHAM COUNCIL

JOB DESCRIPTION

JOB TITLE	SCHOOL BUSINESS MANAGER – LEVEL A (PRIMARY)		
DEPARTMENT	People, Communities & Society - CYPF	SCHOOL	St Thomas Moorside C.E (VA) Primary School East Crompton St James C.E (VA) Primary School
GRADE	Grade 6 (SCP 23-27)	JE CODE	EBM1

JOB PURPOSE

Responsible to the Headteacher and to play a key strategic role to:

- Be responsible for the management of all the disciplines of finance, personnel management, estate management, administration, training and development of staff, and all matters of school management that support effective teaching and learning
- Provide support to the Headteacher and governing body on aspects of school business management
- Plan all aspects of financial applications, ensuring that the school makes the best possible uses of its resources, using “value for money” strategies
- Be responsible for effective risk management and the management of third party service contracts

KEY TASKS – WHOLE SCHOOL ADMINISTRATION

1. To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, diaries and telephones.
2. To be responsible for the implementation, management and evaluation of appropriate management information systems and computerised accounting and record systems. To act as system manager for the administrative computers.
3. To provide for the preparation and production of all school records and publications.
4. To be responsible for ensuring all statutory requirements are met in the administration of the school, plus obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
5. To comply with and assist with the development of safeguarding policies & procedures.
6. Provide administrative and organisational support to the Governing Body and its committees.

KEY TASKS – FINANCE

7. To advise the Headteacher and Governing Body on financial policy and procedures, contributing to the development of a business plan (long term financial strategy) for the future development of the school.
8. To play a role in budget planning. To prepare for approval by the Headteacher and Governing Body the annual estimates of income and expenditure. To obtain agreement of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to Governors.
9. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
10. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
11. To monitor all accounting procedures and resolve any problems, including:
 - the ordering, processing and payment of all goods and services provided to the school
 - the operation of all accounts, ensuring that a full reconciliation is undertaken at least once per month
 - maintaining an assets register
 - preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
12. To be responsible for the monitoring of payroll services for all school staff, including the processing of timesheets.
13. To prepare all financial returns for the Department for Education, Oldham Council and other central and local government agencies within statutory deadlines.
14. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
15. To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
16. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
17. To be responsible for the arrangements of the school's facilities including lettings, extra-curricular activities, and the additional tuition purchased by parents, e.g. school shop, bookings for school facilities or provision of facilities for additional tuition out of school hours, including music.
18. To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for school. Implementing the approved insurances and handling any claims that arise.

KEY TASKS – PERSONNEL MANAGEMENT

19. To co-ordinate the administration of staff recruitment, ensuring new staff have CRB

clearance, medical clearance and all staff have appropriate contracts of employment, issued in a timely manner.

20. To provide leadership and guidance for support staff as appropriate, including direct line management for all non-curriculum support staff including recruitment, induction, performance management and training and development.
21. To give advice to Governors on assessment of salaries, expenses, sickness and maternity / paternity procedures, redundancy and other matters of dismissal. To seek additional advice from Oldham Council HR services on HR related policies and procedures as required.
22. To maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where appropriate.
23. To arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
24. To contribute to the school's Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
25. To act as the school's Health and Safety Co-ordinator and Fire Officer, including conducting risk assessment and taking action to mitigate identified hazards.

KEY TASKS – ESTATE MANAGEMENT

26. To be responsible for the management of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the project management of capital projects to improve the facilities. To report to the Headteacher and Governing Body on all premises related issues
27. In co operation with the Fire Service, ensure the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely, including personal evacuation plans.
28. To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
29. To arrange for risk assessments and to implement and monitor actions to minimise hazards within the school.
30. To develop appropriate management plans and implement risk management and loss prevention strategies in the school to reduce insurance costs.
31. To prepare and maintain the schools Critical Incident Plan
32. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use with particular reference to the local community.

KEY TASKS – MARKETING

33. To promote the school to different audiences and raise the profile within the local community. Liaise with local businesses for fundraising and joint projects.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Staff, pupils, parents/relatives/carers and other visitors to the school, other education and health care professionals, Governors, suppliers of equipment & services to the School.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: [Headteacher*](#)

Responsible for: Administration and finance team, premises staff and other school support staff where appropriate

SPECIAL CONDITIONS

CRB Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

Job Title: Level A – Business Management (Primary)

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	NVQ level 4 in Business Administration or Accounting, or equivalent or be willing to work towards and gain qualification within 2yrs. <u>Or</u> Certificate in School Business Administration (CSBM) or Diploma in School Business Administration (DSBM) (or a willingness to work towards) Willingness gain a basic first aid certificate	First aid certificate	AF AF / I AF / I
Experience	Experience of development, management and evaluation of administrative systems to ensure continually effective and efficient service delivery Experience of effectively using a range of specialist ICT packages to support different office functions Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures Experience of taking accurate minutes at meetings Experience of undertaking a range of line management activities and motivating a multi-disciplinary team effectively to meet targets and complete work		AF / I AF / I AF / I AF / I AF / I

	to required standards Experience of producing management and statistical information clearly in a way that can be understood by others		AF / I
Skills & Abilities	Effective written and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school Interpersonal skills to build and maintain effective working relationships with all pupils and colleagues Analytical skills to be resourceful and solve varied problems, through using judgement to interpret information and situations Organisational skills to work under pressure to prioritise and re-prioritise own workload and that of the team to meet potentially conflicting deadlines		AF / I AF / I AF / I AF / I
Knowledge	Knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to schools and children's education Knowledge of key areas of legislation affecting personnel, estate management and health & safety Knowledge of data protection, and information security and an understanding of why it is important to keep information confidential and secure within the school environment		AF / I AF / I AF / I

	Knowledge of equality and diversity issues within the school environment and an understanding and commitment to provide equal opportunities for all Understanding why safeguarding is important when working with children and young people		AF / I AF / I
Work circumstances	To work occasionally out of hours work to support school functions To work flexibly as the workload demands		I I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview