Templefield Lower School

School Business Manager Job Description

Post Title: School Business Manager
Salary Scale: NJC Scale Points 24 – 27
Responsible to: Headteacher

Purpose of the Job

- To ensure the smooth and efficient running of the school office and of the school's financial, administrative, personnel, premises, business and support services.
- To provide professional leadership and management of the administrative and premises team to enhance their effectiveness.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- To assume senior leadership responsibility for all matters relating to the school's premises, health and safety, and finance.
- To actively model and promote the values and ethos of the school.

Duties and Responsibilities

Finance and Business

- Advise the Headteacher and governing body on all aspects of finance and financial policy.
- Prepare appraisals and costings for particular projects and business plans for the future development of the school.
- In conjunction with the Headteacher, prepare the draft budget for the approval of the governing body. Monitor income and expenditure against budgets and maintain relevant records for all additional funds, including Formula Capital and extended schools.
- Prepare detailed financial reports for the Headteacher and governing body according to an agreed schedule, reporting immediately any exceptional problems and, where necessary, attending meetings of the governing body.
- Use financial management information, especially benchmarking tools, to evaluate spending and assess trends.
- Ensure the four principles of 'best value' are embedded in practice.
- Manage the school's accounting procedures, including the ordering, processing and payment of all goods and services provided to the school and the operation of the school bank account, ensuring that a full reconciliation is undertaken every month.
- Manage the organisation, charging and revenue collection for all lettings of the school's premises, in line with the relevant policy determined by the governing body.
- Collect, reconcile and record all school income in accordance with agreed procedures, and ensure all monies are banked within a given timescale.
- Handle, reconcile and reimburse petty cash, keeping accurate records of expenditure.
- Prepare year-end accounts in line with the LA procedures and liaise with auditors where necessary.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Advise the Headteacher and governing body on insurance arrangements, implement approved schemes and handle any claims that may arise.
- Complete all necessary financial returns required either statutorily or by the Local Authority, within the timescale given.
- Generate income through lettings, extended schools and other activities to enable and further the school's aims.

- Pursue income generation opportunities, including the preparation and submission of applications and bids
- Manage and review annually all external contracts and service level agreements, including catering, cleaning, IT services and wrap around care.
- Establish and maintain an asset register and loan system, identifying resources and equipment to be written off and a programme of replacement.

Human Resources

- Manage all personnel administration in relation to new appointments, leavers and changes to contracts, ensuring that all required pre-employment checks are completed and liaising as necessary with HR and payroll providers.
- Ensure all safeguarding procedures are in place and adhered to, particularly in relation to the Single Central Record and DBS checks.
- Ensure all HR processes and systems, including recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures, comply with legal and regulatory requirements.
- Advise the Headteacher and governing body on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.
- Deal with staff queries about salaries and sickness, maternity and paternity procedures.
- Maintain confidential staff records and ensure that personnel records held by others in the school are kept confidential.
- Ensure the personnel database is accurate and provide information required for the school workforce census.
- Manage the payroll services for all school staff, including the management of pension schemes and associated services.
- Prepare additional hours claims, supply and other timesheets for authorisation by the Headteacher and submit to the LA at the end of the month.
- Maintain sickness and leave of absence records.
- Check actual salaries against 'committed' on a monthly basis to ensure correct payments are being made to staff, and investigate and deal with any discrepancies.
- Provide leadership and guidance for administrative and site staff, including direct line management responsibility where appropriate.
- Identify appropriate training courses for the admin team and site agent and advise the relevant staff.
- Maintain a spreadsheet of all training attended by teaching and non-teaching staff and charge against the relevant budget.

Administration

- Ensure the efficient and effective running of the school's administrative support service, including reprographics, record keeping and telephone systems.
- Organise and supervise the work of the admin staff and external ICT support.
- Develop and maintain the school's management information systems, including those on personnel, finance and pupil information.
- Oversee the school's on-line payment system, currently ParentPay.
- Obtain the necessary licences and permissions for all software used in school.
- Develop school publications and communications.

Premises

- Oversee the maintenance and cleanliness of the school site and buildings and the efficient operation of the school's facilities, including the day to day monitoring of work.
- Assume the role of designated person for Health and Safety.
- Understand the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
- Oversee the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- Liaise with the Headteacher and site agent on all matters relating to fire risk assessment and fire procedures.

- Oversee the letting of the school premises to outside agencies in line with school policies, annually reviewing charges and making recommendations to ensure effectiveness and profitability.
- Meet regularly with the site agent to discuss all premises issues and deal with matters arising from these meetings as appropriate.
- Agree the programme for cleaning and minor repairs by the site agent during school holidays.
- Establish a school maintenance plan and review annually, making recommendations in conjunction with the site agent.
- Ensure that all Formula Capital projects meet the relevant criteria for spending.
- Prioritise and agree with the Headteacher, and governing body where appropriate, all issues relating to non-minor building improvements and repairs.
- Liaise with architects, surveyors and contractors, working within financial regulations and overseeing all building projects to their satisfactory conclusion.
- Ensure that all health and safety checks are carried out in accordance with the PPM schedule, including PAT testing and legionella.
- Arrange for all insurance policies to be taken out annually.
- Maintain the asbestos register, ensuring all contractors to the school are aware of its contents.

Marketing

- Promote the school to different audiences, including the press, and raise its profile within the local community.
- Explore opportunities for marketing the school, including the maintenance and development of the school's website and prospectus.
- Develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these.

Other duties and responsibilities

- Undertake any other duties of a similar level and responsibility as may be required.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Participate in training and other learning activities as required.

This job description may be amended at any time following discussion between the governing body and the Headteacher, and will be reviewed annually.

Signed (Employee) _____ Date _____

Signed (Headteacher) _____ Date _____