

THE COLLETON PRIMARY SCHOOL JOB DESCRIPTION

Job Title:	School Business Manager
School:	The Colleton Primary
Reports To:	Head Teacher
Grade:	7/ 8
Employment Status:	Permanent
Hours of Work:	30 hours. Term time only plus 10 days
Team Purpose:	<ul style="list-style-type: none"> • To create and deliver a shared strategic vision • To raise standards of teaching and learning • To improve the outcomes and wellbeing of our pupils • To build capacity across the workforce • To regularly review structures and functions so the school remains fit for purpose • To build and sustain effective relationships and communication strategies with stakeholders.
Job Purpose	<ul style="list-style-type: none"> • To actively promote the values and ethos of the school • To work with the Governors and the Headteacher to deliver the team purpose. • Be accountable to the Headteacher and Governors for human resources management, site management, financial management and administration of the school to ensure high quality education for all its pupils • To improve efficiency and effectiveness in all aspects of the school's support services. • To generate and manage new income streams
Organisation Chart:	<pre> graph TD Head[Head] --- SBM[School Business Manager] SBM --- HeadsPA[Heads PA] SBM --- Finance[Finance & Admin Assistant] SBM --- Site[Site Controller] SBM --- Curriculum[Curriculum Assistant] </pre>

Key Accountabilities

The School Business Manager will:

1. Finance

- Prepare, for the Headteacher and Governors, an annual budget for the school in accordance with the priorities in the School Development Plan;
- Manage the budget during the year, liaising regularly with the Headteacher and providing financial statements, reports, forecasts and taking action as required;
- Manage the preparation of all financial returns to the DfE, LA and other agencies within statutory deadlines;
- Provide advice on to the Headteacher and Governors on all staffing costs;
- Advise the Headteacher and Governors on long term financial planning to ensure that the strategic objectives can be met;
- Manage the capital budget, assist with long term capital planning and prepare appraisals for future projects;
- Manage the school fund and any other private funds arranging for these to be audited annually and present the audit report(s) to the governors;
- Advise the Headteacher and Governors on the allocation of resources, and be accountable for seeing that the school both gives and receives value for money;
- Ensure all accounts, records and financial reports are properly kept, in line with DfE and LA guidelines and good financial practice;

2. Governance

- Contribute to production of governance and compliance documents including the Statement of Delegation, financial and staffing policies and the SFVS;
- Provide advice to the Governors and Leadership team about changes to LA and DfE policies and procedures and to the law which may have implications for the school
- Attend the Full Governors finance focus meetings and other meetings as necessary;

3. Administration

- Develop an office team that meets the need of the school
- Manage the school's administration staff including recruitment, induction, training and performance management;
- Meet regularly with the administration team to prioritise tasks and explore efficiencies.
- Manage all data and information systems to ensure all relevant standards are met including GDPR;
- Work with the team to ensure that assessment systems meet the needs of Teachers, Leaders, Parents and third parties efficiently and accurately;
- Manage communications systems to ensure that they meet the needs of the school;

4. Human Resources

- Undertake the duties of the Human Resources (HR) Manager, ensuring staff contracts and personnel records are up-to-date, accurate and kept securely and confidentially;
- Oversee recruitment processes to ensure that all appointments are safe and in accordance with current legislation;
- Ensure that the school Single Central Record is up to date;
- Manage preparation of returns for the LA and the DfE;
- Provide, in consultation with the HR provider, advice to the Headteacher on employment issues;
- Ensure that all policies and procedures comply with current legislation.

5. Premises & IT

- Work with the Governors and Headteacher to plan improvement projects to include IT;
- Work with the Headteacher to plan and implement approved projects;
- Work with Governors, the Headteacher and premises staff to prepare and implement a maintenance schedule to ensure efficient and continued operation of all facilities;
- To be one of four keyholders with shared responsibility for out of hours call outs and resolution of problems;
- Manage the school's premises staff including recruitment, induction, training and performance management;
- Work with the property and IT support companies and the LA to ensure that reactive repairs are carried out in a timely and compliant manner;
- Work with the CPTA and the Site Controller to ensure that the swimming pool plant and equipment operates in accordance with the normal operating procedures;
- Manage the use of the school site by third parties;
- Manage the Asset Register in accordance with school policy;
- Work with Premises and IT support company to ensure that contractors comply with the school's Health and Safety Policy, insurance and other requirements;
- Ensure that the Rainbow Plan is up to date.

6. Payroll and Pensions

- Manage the payroll records to ensure that staff are being paid in accordance with their contract and the relevant terms and conditions applicable;
- Input timesheets to the monthly payroll and check the output prior to payment;
- Liaise with Teachers Pensions and Berkshire Pensions as required.

7. Income Generation

- Oversee the use of the school by outside hirers to maximise income while minimising impact to teaching and learning;
- Actively pursue opportunities to increase the school's income.
- When necessary, liaise with the Parent Teacher Association (CPTA) in their fund-raising activities and act as financial advisor if required.

8. Marketing

- Work with the Governors and the Leadership Team to ensure that the school promotes itself effectively. To include the website and social media.

9. Purchasing & Contracts

- Manage the purchase of goods and services for the school in accordance with the agreed budget and best value principles;
- Ensure that the school complies with obligations for competitive tendering (including the production of specifications);
- Review all traded services provided by WBC to determine value for money and consider alternatives;
- Negotiate, manage and monitor the performance of all contracts and services.

10. General

- Take all decisions in line with the school visions and values and encourage others to do the same
- Undertake any other duties commensurate with the grade as requested by the Headteacher.