April 24

**THE COLLETON PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| **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:**   * 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**   * 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:** | | | | |

### 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;

1. **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;

1. **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;

1. **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.

1. **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.

1. **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.

1. **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.

1. **Marketing**

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

1. **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. (list attached)

1. **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.