



## Job Description and Person Specification

<b>Job title</b>	School Business Manager
<b>School</b>	Hampstead Norreys & The Ilsleys Federation
<b>Salary grade</b>	H
<b>Work location</b>	Hampstead Norreys & The Ilsleys
<b>Reports to</b>	Headteacher
<b>Supervises</b>	N/A

### JOB PURPOSE

To support the headteacher in the management of all non-curriculum aspects of the school, including school administration, finance, HR, premises and facilities, IT, health and safety, and safeguarding requirements.

To be a member of the Senior Leadership Team in the school.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

### MAIN DUTIES AND RESPONSIBILITIES

#### Finance

- Prepare detailed budgets for expenditure delegated to the school, in accordance with guidelines provided (approximately £1m) and referenced to School Development Plan
- Use financial accounting package (FMS) to prepare and produce month and year end accounts, including reconciliations, budget monitoring and managing school budget.
- Check and process payment of invoices from school budget.
- Collect and bank school budget income.
- Maintain the school's Imprest account and take responsibility for timely monthly returns.



## MAIN DUTIES AND RESPONSIBILITIES

- Reconcile school accounts with local authority Agresso reports, identifying discrepancies and liaising with relevant department at West Berkshire Council to query and rectify such discrepancies.
- Attend meetings of the governors' Finance Committee to advise on the setting of the annual budget, annual salary review and report on financial updates. Attend meetings of the full GB if required.
- Keeping up to date on financial legislation and advising head and governors of all relevant changes.

### Property/Facilities

- Manage capital projects and development of school
- Work with governors' Premises Committee members, including attending committee meetings, to keep them informed and knowledgeable about projects, including health & safety matters.
- In conjunction with the headteacher, oversee the effective operation of all external contracts and investigate provision of services from alternative sources as required.
- Identify, alongside headteacher, property maintenance issues and repair of such.
- Liaise with term contractors for the maintenance and repair of property, both routine and emergency.
- Contribute to premises policies and ensure compliance.
- Adhere to health & safety guidelines for schools, liaising with the local authority to receive guidance where required.

### Human Resources

- Manage and maintain HR records, setting up and amending staff contracts and liaising with HR Department on procedures.
- Generate job adverts and publicise positions vacant, filter applications and generate acceptance/rejection letters and phone calls.
- Assist in appointments by being a member of interview panels.
- Resolve salary and contract issues on behalf of employees, liaising with West Berkshire Council Payroll and Human Resources departments.
- Advise staff on maternity, sickness and statutory rights where applicable and ensure relevant forms are provided for completion and submission.
- Advise staff on training courses available, and encourage participation in relevant courses
- Manage DBS checks and ensure they are updated as per recommendations and keep the Single Central Record document complete and current.

### Administration Manager

- Manage computer database for HR matters.
- Ensure the maintenance, retention and updating of filing systems.

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure completion of statutory forms in conjunction with the headteacher, including the annual School Workforce Census.
- Look after VIPs in absence of headteacher.
- Where appropriate, act as telephonist/receptionist for school, welcoming visitors and answering enquiries, as required in absence of office staff

### IT Support

- Ensure software licences are in place and legal.
  - Offer support and guidance on problems with admin PCs, printers and photocopiers and liaise with Education IT to resolve issues
  - Manage IT support and maintenance contracts
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- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
  - Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
  - Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.
  - Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post holder.

## SCOPE (impact on/control of resources, people, money etc)

The postholder will have significant impact on the financial management of the school through the preparation and monitoring of the school budget on behalf of the headteacher and GB

The postholder will be responsible for financial transactions within the school, including banking of income

<b>PERSON SPECIFICATION</b>	Essential/ Desirable
<b>Qualifications</b>	
GCSE grade C in English, Maths and ICT or equivalent	E
Education to A level standard or equivalent (or at least two years' experience in similar role)	E
AAT/CSBM or equivalent	D
<b>Experience</b>	
Previous experience of working in a finance related role	E
Experience of using a computerised financial accounting system	E
Experience of preparing budgets, budget monitoring and forecasting the year end outturn	E
<b>Knowledge and understanding</b>	
Knowledge of the systems used in school (SIMS, FMS)	D
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	D
Knowledge and understanding of financial modelling practices	E
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	E
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Excellent numeracy and literacy skills	E
covered above	E
Ability to communicate effectively verbally and in writing	E
<b>Work-related personal qualities</b>	
Ability to prioritise and manage a complex workload	E
A friendly and approachable manner with children and parents/carers	E
Able to maintain confidentiality	E
Mature and flexible attitude at work	E
Self-motivated and able to work effectively without supervision	E
<b>Other work-related requirements</b>	
Ability to work occasional evenings to attend GB meetings	D
Enhanced DBS check with relevant barred list	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	E