****

**The Surrey Teaching Centre - Job Description**

**POST TITLE:** School Business Manager

**Working Pattern:** Part Time 27.5 hours per week, term time only plus 2 weeks, (1 day working from home - negotiable)

**SALARY:** Surrey Pay: PS08

**LOCATION:** Surrey Teaching Centre, Tadworth Court

**ACCOUNTABLE TO:** Headteacher

The Surrey Teaching Centre provides education for children resident at The Children’s Trust for a period of rehabilitation following an acquired brain injury. Children are resident for between 6 weeks and up to 4 months.

# **Job Purpose**

To be an effective professional who ensures the smooth and effective operation of all non-teaching aspects of the school, acting as a key member of the senior leadership team. This includes managing financial resources, overseeing support services, and ensuring compliance with various regulations.

**Principal Accountabilities**

**Financial Resources Management**

* To maintain a strategic financial plan that will indicate trends and requirements of the School Development
* Plan and will forecast future years’ budgets, including all financial implications, and ensuring the school makes best possible use of the resources available.
* To prepare, for approval by the Head and Governors, the annual estimates of income and expenditure. To obtain agreement for 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 the Head and Governors.
* To use financial management information to identify areas of relative spend, assess trends, and directly advise the Head and Governors accordingly.
* To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by conducting at least an annual review.
* To monitor all accounting procedures and resolve any problems.
* To prepare all financial returns for the LA and other central and local government agencies within statutory deadlines.
* To prepare and submit evidence to ensure the school meets the Schools Financial Value Standard (SFVS).
* To be responsible for the procurement of goods and services, improving economy and efficiency and achieving best value.

**Administration Management**

* To be responsible for the whole school administrative function
* To act as correspondent for the Local Authority and be responsible for the records and returns required.
* To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

**Management Information Systems and ICT**

* To consider approaches to maximise the use of existing ICT resources and prepare future ICT plans for the school.
* To be responsible for and the expert on the school’s administrative and financial software/systems packages.
* To manage the school ICT support services and systems.

**Personnel**

* To provide advice on employment issues, service conditions and employment contracts to the Headteacher, other staff and the Governors to support the effective recruitment and retention of staff.
* To manage the administrative tasks in the selection process for staff.
* To manage the collation of personnel records for all staff.
* To be responsible for general personnel matters for e.g. ensuring that required pre-employment checks are carried out for new employees and volunteers, producing and amending contracts and payroll information, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
* To manage and monitor the monthly payroll process.
* To maintain confidential staff and student records.
* To maintain and update the Single Central Record.

**Health and Safety**

* To ensure the school’s written Health and Safety policy is implemented and is subject to review and assessment at regular intervals or as situations change.
* To ensure systems are in place to enable the identification of hazards and risk assessments.
* To write and regularly review the school’s Emergency Plan and Business Continuity Plan.

**Governance**

* To work with Governors to ensure efficient financial management and use of resources.
* To present and discuss Finance and Resources data during relevant Management Committee Meetings.

**General**

* As directed to undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

***Safeguarding statement***

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory clearance by the Enhanced Disclosure & Barring Service (DBS).***