

Tudor Court Primary School Job

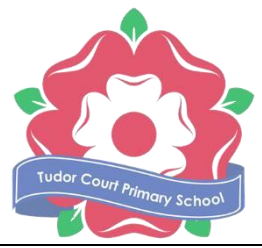
Description – Business Manager (CFO)



Job Title	School Business Manager
Salary	Thurrock Pay Grade E-F - £38,050 - £52,038 per annum - (depending on qualifications and experience)
Contract	Permanent, Full Time (37 hours per week)
Reports to	Head Teacher
Responsible for	Premises Team, Administrative Team and other support staff as directed by the Headteacher.
Liaison with	Head Teacher, Deputy Head Teacher and Governing Body, Trust/Academy advisers, Local Authority officers, contractors, external agencies and suppliers.
Professional Values and Behaviours	The postholder will: • Demonstrate integrity, professionalism and discretion. • Lead by example and promote a positive working culture. • Build effective relationships with colleagues, governors and external partners. • Embrace innovation and continuous improvement. • Promote collaboration and high-quality customer service. • Champion equality, diversity and inclusion. • Maintain the highest standards of confidentiality.
Job Purpose	The School Business Manager is responsible for providing strategic leadership and operational management across the school's business functions, ensuring the effective use of financial, physical and human resources to support outstanding educational outcomes. Working closely with the Headteacher, Senior Leadership Team and Governing Body, the postholder will provide professional advice and leadership across finance, human resources, premises, health and safety, procurement, compliance and business operations. The School Business Manager will ensure that the school's resources are managed efficiently, compliantly and sustainably, enabling staff to focus on delivering the highest standards of teaching and learning.
Key Responsibilities	Strategic Leadership • Provide strategic advice to the Headteacher and Governing Body on all business, financial and operational matters. • Contribute to the school's strategic planning by ensuring resources are aligned to the School Development Plan. • To lead and advise the Leadership Team on matters relating to finances, human resources, estates and health and safety • To attend all finance Governing Body meetings and assist the Chair in preparing documents for meetings. • To take delegated responsibility for financial and premises decisions following appropriate discussions with the Head Teacher. • To deputise for the Head Teacher as required in relevant fields of expertise.

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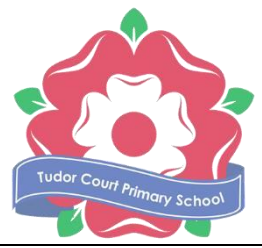
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Duties	Financial Management Working closely with the Headteacher, the School Business Manager will provide strategic leadership of the school's financial management, ensuring the effective planning, monitoring and control of all financial resources. The School Business Manager will prepare the annual budget for approval by the Governing Body, support long-term financial planning and provide expert financial advice to inform strategic decision-making. • Leading the preparation, implementation and monitoring of the school's annual budget and medium-term financial planning. • Providing accurate and timely financial reports, forecasts and management information to the Headteacher and Governing Body. • Ensuring compliance with the Academy Trust Handbook, Academies Accounts Direction, ESFA financial requirements, internal scrutiny processes, external audit requirements and the school's Financial Regulations, maintaining robust financial controls and governance at all times. • Ensuring all financial transactions are processed accurately, transparently and in accordance with statutory and regulatory requirements. • Preparing and submitting all statutory financial returns to the ESFA, Department for Education (DfE), Local Authority and other relevant agencies within prescribed deadlines. • Manage the school's financial management systems, including accounting software, banking arrangements and reconciliations, ensuring accurate, timely and robust financial records are maintained in accordance with statutory and regulatory requirements. • Analyse financial management information and benchmarking data to monitor expenditure, identify trends and opportunities for efficiencies, support strategic financial planning, and provide informed financial advice to the Headteacher and Governing Body. • Attend Finance and Resources Committee meetings, preparing financial reports, supporting the Chair and Clerk with agenda items relevant to the role and presenting financial information as required. • To lead on writing of bids for funding as required. • Managing the tendering for all service contracts; monitoring all insurance policies with a view to cost effectiveness. • Monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors. • Promoting the school's activities and premises with the objective of maximising letting income within agreed policies. • Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets. • Monitor the standard and cost effectiveness of the school's catering arrangements in conjunction with the catering manager within agreed performance indicators. • To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions.
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	Human Resources • To maintain confidential staff records. • Overseeing contracts of employment, payroll submissions and personnel records. • Advising the Headteacher and Governors on employment policies and procedures including legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in School • Supporting employee wellbeing, attendance management and HR casework where appropriate. • Ensuring compliance with employment legislation and Keeping Children Safe in Education requirements. • Coordinating staff training records and mandatory compliance training • To line manage and be responsible for the professional development, appraisal and training of all Premises and Admin staff. • Foster a culture of professionalism, collaboration and continuous improvement. • Promote high standards of customer service across all business functions. Premises, Estates and Facilities The Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Site Manager. • Taking the lead on compiling and implementing a Premises Development Plan including energy conservation • Through regular contact with the premises staff ensuring the proper maintenance and repair to the school is carried out and progress monitored • Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering • Advising on all Health and safety matters including measures in the event of emergencies • Appraise projects for the development of the school. • To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises. • Lead procurement and tendering exercises in accordance with the school's Procurement Policy and relevant procurement legislation, ensuring transparency, value for money and effective contract management. • To be responsible for liaison with the Site Manager regarding letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school use with particular reference to the local community. • Purchase, repair and maintenance of all furniture, equipment and fittings. • To monitor the work of on-site contractors and arrange estimates for work. • To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims. • To monitor and oversee the quality of work by contractors, the site team and cleaning staff, reporting to governors, as appropriate
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Health, Safety and Compliance

- To formulate, monitor, implement and review the school's Health and Safety policy including all Risk Assessment procedures.
- To advise staff as appropriate.
- To report to governors on Health and Safety.
- Lead the school's health and safety management systems.
- Ensure all statutory inspections, servicing and compliance activities are completed, including fire safety, asbestos management, legionella, gas safety, electrical testing, lifting equipment, playground inspections, emergency lighting and water hygiene..
- Maintain risk assessments and monitor actions.
- Oversee emergency planning and business continuity arrangements.
- Ensure compliance with fire safety, asbestos management, water hygiene, legionella, COSHH and other statutory requirements.
- Monitor GDPR compliance, data protection procedures and information security alongside relevant colleagues.
- Maintain the school's operational risk register.

Administration and ICT

- Lead the development of efficient administrative systems.
- Ensure accurate financial, personnel and operational records are maintained.
- Promote effective use of ICT and management information systems.
- Review and improve business processes to increase efficiency.
- Support the implementation of new systems where appropriate.
- Lead the development of digital systems and technology to improve operational efficiency, reporting and customer service across the school.

Governance

- Attend relevant Governing Body and committee meetings as required.
- Prepare financial and business reports for Governors.
- Provide professional advice on business, finance, estates and operational matters.
- Support the Governing Body in fulfilling its statutory responsibilities.
- Support Governors during internal scrutiny, external audit and financial monitoring visits.

General Responsibilities

- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Support the school's vision, values and ethos.
- Comply with all school policies and procedures.
- Promote equality, diversity and inclusion.
- Maintain confidentiality and comply with GDPR.
- Participate in professional development and training.
- Undertake any other duties commensurate with the grade of the post as reasonably requested by the Headteacher

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Safeguarding

Tudor Court Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check together with all other pre-employment checks in accordance with Keeping Children Safe in Education.

This job description outlines the main duties and responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended in consultation with the postholder to reflect the changing needs of the school.