



Job Title: Business Manager

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Job Description

Job Title School Business Manager

Location Whitley Park Primary and Nursery School

Grade/Salary Range RG6 sp 28-31 (JE Code: R995) November 2019

Service/Directorate Education

Job Purpose

To be accountable to the Headteacher and Governing Body for effective implementation, including oversight of, all administrative requirements in connection with the Budgeting, HR and external contracts. To support the Headteacher and SLT in all non-curriculum aspects of the school.

Designation of Post and Position within Departmental Structure

This is a strategic and operational role across the school, working as part of the senior leadership team including Headteacher, Deputy Headteachers and Assistant Headteachers.

The School Business Manager will report directly to the Headteacher and Governing Body.

Main Duties and Responsibilities

Strategic role

1. To play a key role in the strategic planning of the school, overseeing all financial aspects and implications and provide advice and recommendations to the Headteacher and Governors.
2. Undertake long-term financial planning and analysis; ensuring that the school makes the best possible use of resources available and is well prepared on upcoming changes and challenges.
3. To be responsible for the procurement and management of third-party service contracts, in particular LA Service Level Agreement buy back contracts, ground maintenance contract and cleaning contract and quality of service.
4. To oversee and take the lead role in human resource management, administrative systems and enhance the effectiveness of areas of work.

Finance

1. Responsible for the preparation of detailed budgets for expenditure delegated to the school, in accordance with financial procedures and guidelines
2. To review, manage and monitor all accounting procedures including the ordering, processing of invoices and payment for all goods and services provided to the school, the operation of all bank accounts and the auditing of School Fund accounts
3. Have a knowledge of the accounting package (FMS6) to record and manage the school budget
4. To attend meetings of the Full Governing Body and Resource Committee as an Associate Governor to lead on the staffing and related costs for the annual budget

Human Resources

1. Manage and maintain personnel records confidentially and within the GDPR guidelines, setting up and amending staff contracts and liaising with external HR advisors on procedures
2. To oversee all recruitment processes and be responsible for the completion of new starter paperwork and other documents relating to staff employment
3. Resolve salary and contract issues on behalf of employees, liaising with external payroll and human resources departments
4. Advise staff on maternity, sickness and statutory rights where applicable
5. Monitor levels of staff absence and report trends to the Headteacher and governors
6. To be responsible for the effective operation of payroll systems and preparation and reconciliation of salaries on a monthly basis
7. Play a lead role in workforce planning and reorganisation
8. Advise on more complex personnel issues and attend meetings. Record and circulate minutes

Line Management Role

1. Lead and manage finance and admin teams
2. Build capacity for organisational change
3. Lead in the creation and implementation of recruitment / induction / appraisal / training / mentoring systems for these staff

4. Create and lead all data security and archiving policies for the whole school in accordance with the Retention Guidelines and GDPR compliance
5. Be responsible for updating and checking relevant school policies for compliance
6. To be responsible for the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
7. Devise, implement and monitor policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person. To annually review all HR and premises policies in line with the Governing Body requirements
8. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness
9. Lead monthly admin and finance officer meetings and meetings with the premises teams generating agendas and completing actions
10. Ensure data protection (GDPR) protocols and practices are being adhered to (including training, compliance and monitoring)
11. Responsibility for ensuring all statutory documentation is completed within deadlines in conjunction with the Headteacher.
12. To promote equality as an integral part of the role and to treat everyone with fairness and dignity
13. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the procedures / rules that apply to this role
14. The post holder is responsible for ensuring that the school Safeguarding and Child Protection Policy is adhered to and concerns are raised in accordance with this policy

IT

1. Play a role in improvement of the schools' integrated network and ICT facilities
2. To liaise with IT providers and SLT
3. To provide informed analysis of options available and assist in decision making

Scope of Job (Budgetary/Resource Control/Impact)

To be the counter signatory for school cheques to the value of £60,000

Special/Other Requirements/Responsibilities of this Post

***Level of DBS check
required for this post***

Enhanced with a check of the barring list(s)

<i>Does the post require a check against the list of people barred from working with vulnerable adults?</i>	NO
<i>Does the post require a check against the list of people barred from working with children?</i>	YES
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	N/A
<i>Is this post “politically restricted”?</i>	NO
<i>Responsibility for Health & Safety:</i>	LEVEL 3
<i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i>	N/A
<i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above</i>	N/A

Person Specification

Qualifications/Education/Training

Certificate in School Business Management - preferable

Diploma in School Business Management - preferable

Experience

Understanding and experience of sound financial management

Experience of working in a large school

Experience of Human Resources

Experience of premises management

Skills, Abilities & Competencies

Ability to lead, provide clear vision and command respect

Ability to think clearly, incisively and strategically

Ability to contribute to the development of a team to ensure they are supported and challenged in their professional development

Ability to follow process and procedure for the smooth running of the organisation and be prepared to identify improvements

Ability to manage resources, including human, financial and physical resources

To contribute to and provide innovative ideas which can be managed effectively on a day-to-day basis, ensuring accountability and value for money

To monitor the impact of change and to report this to the SLT/Governors of the school

To be able to communicate effectively at all levels

To pay attention to detail

Ability to inspire and empower others to impact positively across the school

Be flexible and approachable

Resilient under pressure

Specific Working Requirements

Committed to the development of the professional and personal well-being of all staff