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**POST TITLE:** Business Manager for Wordsworth Primary School

**GRADE:** Grade

**CONTRACTUAL ARRANGEMENTS:** 37 hours a week, Term Time + 3 weeks (42 weeks a year)

**ACCOUNTABLE TO:** Head Teacher

**PURPOSE OF THE JOB**

* To be a member of the Senior Leadership Team
* To take a leading role on matters relating to estate management, finance and human resource management and to provide strategic and professional advice to the Senior Leadership Team and Governing Body
* To ensure the support function of the schools runs smoothly and effectively
* To line manage the school’s support services staff (office, site, lunch and IT)

**key Accountabilities**

**General**

* To contribute to the strategic vision of the school, acting as an effective and articulate ambassador to raise its profile;
* To manage, develop and maintain the school’s financial, site management and personnel procedures, systems and records;
* To manage the school’s administration, site and lunch teams, including undertaking performance management, providing guidance and support, setting priorities and objectives and to deal with any issues;
* To prepare for any internal and external audits and meet with the Trust Managed Service Team when required and that any resulting actions are dealt with promptly;
* To attend any relevant training and ensure the support team carry out any statutory training as required;
* To act as the schools Data Protection Compliance Officer, attend training as appropriate and ensure the school follows the Trusts guidance on data protection matters including maintaining the school data map, following data breach procedures, carrying out data privacy impact assessments where necessary and ensuring all staff have completed GDPR training on a regular basis;
* To work with the Trust Managed Service Team and ensure that all Trust policies, procedures and guidance are adhered to.

**FINANCIAL**

* To manage the overall financial planning, budget setting, reporting and finance system of the schools;
* To provide strategic and professional advice to the Senior Leadership Team and Local Governing Body;
* To ensure policies and procedures as set out in the Trust Finance Manual and Academies Financial Handbook are followed and adhered to;
* To administer and maintain accounting systems and records and to prepare financial statements and returns as required including monthly accounts, financial reports and budgets in a timely manner;
* To ensure any budget variances are investigated and reported to the Head Teacher and if relevant the Local Governing Body;
* To ensure that all orders, payments and invoices are processed efficiently and that there are systems for managing the collection, recording and banking of cash payments;
* To ensure that the school’s makes the best possible use of resources and maximises income through effective medium to long term planning while ensuring best value when procuring goods and services;
* To maintain the asset register;
* To be responsible for setting the schools financial plan, long term budget and a balanced short term budget in consultation with the SLT and Trust;
* To be responsible for narrating monthly management accounts;
* To be responsible for the preparation of monthly forecasts to year-end;
* To report financial performance to key stakeholders (SLT, governing bodies, budget holders, etc.) on a regular basis;
* To manage the tendering process in line with Trust policy;
* To manage all contracts/SLAs that the schools buy in to;
* To ensure that value for money is obtained on all expenditure;
* To contribute to the capital development planning process of the schools;
* To be responsible for reducing the risk of fraud within the schools in consultation with Trust processes;
* To explore opportunities to generate further income for the schools;
* To provide any relevant information to the Trust in regards to internal or external audit and to remedy any findings;
* To contribute to the development of the schools’ risk register.

**HR**

* To prepare and send statistical reports and other returns to the Governing Body, LA, DfE and external organisations/bodies as required;
* To manage a range of projects and initiatives, including managing organisational change, as may be required and as directed by the Headteacher;
* To work closely with the HET HR team in terms of case work and more complex HR issues;
* To attend relevant HR policy training and bespoke employment relations training;
* To manage and undertake payroll and personnel administration, including managing or assisting with the recruitment and induction procedures for new staff and the on-going performance management of non-teaching staff;
* To ensure safer recruitment processes including interviews, references, pre-employment and right to work checks are robust and follow the guidance set out by the Trust and HR team;
* To ensure that DBS clearances are obtained as required and that all appropriate safeguarding processes are in place;
* To maintain and update the Single Central Register;
* To manage the induction procedures for new staff;
* To carry out absence return to work interviews, action accordingly and record absence and holiday records for all staff;
* To make regular contact with absent staff and liaise with Occupational Health Consultancy where necessary to aid a smooth return/phased return to work;
* To maintain staff training records and CPD logs;
* To issue staff with contracts, increment and variation letters, and annual salary letters, ensuring that salary indicated matches that on payroll;
* To conduct exit interviews and action accordingly;
* To review the staff handbook on a yearly basis.  Distribute hardcopy/intranet to existing staff and collate sign offs that the document has been read and understood;
* To carry out the School Workforce Census and ensure that the MIS is updated and used accordingly.

**ESTATES & HEALTH & SAFETY**

* To manage the estate and ensure the schools are clean, secure and safe;
* To obtain quotes as necessary for any works or repairs and follow the Trust procurement procedures when carrying out any works;
* To oversee the arrangements for Extended Schools and the letting of the school premises to external organisations;
* To ensure that the school has appropriate Health and Safety and security arrangements and that relevant Risk Assessments are carried out;
* To follow Trust health and safety policies and guidance and report any issues;
* To establish and maintain procedures for First Aid;
* To take the lead on compiling and implementing a Premises Development Plan, including energy conservation;
* Through regular contact and line management with the premises staff/Site Manager, ensure that proper maintenance and repair of the school is carried out and its progress monitored;
* To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering;
* To advise on all Health and Safety matters, including measures in the event of emergencies;
* To appraise projects for the development of the school in partnership with the Site Manager;
* To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services of the premises;
* To deal with all external agencies delivering services to the school, and with all aspects of tendering for external services;
* To be responsible for procedures and appropriate letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use, with particular reference to the local community;
* To be responsible for the purchase, repair and maintenance of all furniture, equipment and fittings;
* To ensure the Site Manager is responsible for the work of on-site contractors and arrange estimates for the cost/duration of work;
* To be responsible for the risk assessment register. To ensure it is updated and all relevant risk assessments renewed and updated accordingly;
* To be responsible for the upkeep of the Business Continuity Plan with the Headteacher and SLT;
* To ensure the workplace inspections are carried out and actions followed up;
* To ensure the HET H&S policies and procedures are followed;
* To comply with the H&S audit to ensure actions are completed in a timely manner, liaising with the Site Manager;
* To ensure the HET systems are used, e.g. help desk, intranet, and I Auditor by the Site Manager.

**IT**

* To oversee the IT support systems in the school to ensure the smooth running of IT for all users;
* To ensure the school website is up to date and has the necessary statutory information published;
* To line manage the IT Tech/Manager in the school, ensuring that they are performing their duties to meet the demands of the school;
* To oversee the IT infrastructure in the school in conjunction with the onsite IT Tech and Head of IT at the Trust;
* To ensure that the infrastructure meets the demands of the school, including both hardware and software demands;
* To involve the trust with any IT procurement for the school;
* To administer and maintain an up-to-date asset register for the school.

**ADMIN SUPPORT**

* To ensure that the admin team provides an efficient and comprehensive administrative support service, including:
  1. greeting visitors and providing hospitality;
  2. dealing with routine enquiries from parents, the LA and other external agencies/organisations;
  3. word processing correspondence and other documents;
  4. record keeping, photocopying and filing.
* To ensure that support is provided to the Head Teacher and that items of a sensitive and confidential nature are dealt with appropriately;
* To administer, organise and maintain all aspects of the Management Information System (MIS) database and associated records;
* To prepare and send statistical and other reports and returns to the Governing Body, LA, DfE and other organisations/bodies as required;
* To oversee the design, prepare and produce documents including the school prospectus, parent newsletters, etc;
* To manage the arrangements for Extended Schools and the letting of the school premises to outside organisations;
* To liaise with other school staff, contractors and outside agencies/organisations as appropriate;
* To carry out any other administrative/support procedure, within the responsibility level of the post, as directed by the Head Teacher.

**OTHER DUTIES**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.
5. To liaise with Trust staff, contractors and outside agencies/organisations as appropriate

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

·         Ensure that Trust policies and procedures are implemented and followed;

·         Work as appropriate with the Trust Managed Service team

Manager Signature: …………………………………………………………………………………………

Employee Signature: ………………………………………………………………………………………….

Date: ………………………………………………………………………………………….