Job Description for School Business Manager

Place of work: Yew Tree Primary School

Job Title: School Business Manager

Job Level/scale: Band G

Responsible to: Head Teacher

Job Purpose:

- To coordinate and oversee the business, financial, health and safety and premises management of the School.
- To ensure the smooth day-to-day running of the operational aspects of the site and building.
- To provide support, as required to all operational aspects of administration at the School.

PART ONE: School Business Manager

Additional duties and responsibilities

Finance
• Liaise proactively, and as necessary, with the external School Finance Officer and any other external agencies regarding all financial issues and processes (coordinating any necessary arrangements). • Support the Head Teacher, and external School Finance Officer, in the preparation and management of the budget inc. maintaining oversight of service level agreements and leading any SLA reviews or procurement exercises. • Support the Head Teacher, School Finance Officer and other relevant staff in the monitoring and management of school budget/budget activities. • Liaise effective with LA departments and/or HR, as necessary, in respect of salaries/wages for all for all employees (inc. processing payroll returns). • Seek best value on all expenditure and ensure an effective deployment of resources alongside an efficient order & payment process for goods and services (in line with internal financial procedures). • Manage the control and collection, banking and disbursement of all official monies within the school and ensure they are accounted for and audited in accordance with financial regulations. • Oversee all financial transactions in school and use FMS appropriately, alongside colleagues, to manage effective administration of financial processes which ensure a clear delegation of duty. • Support the management of, and compliance with, the Schools Financial Value Standard (SFVS) and associated aspects, e.g. inventory management. • Lead the preparation and submission of returns, information and forms for various internal and external organisations, e.g. census, LA returns. • Operate, and act as lead administrator, on all bank accounts, ensuring that a full reconciliation is undertaken at least monthly in collaboration with School Finance Office. • Process petty cash claims in line with any relevant procedures or guidelines. • Support the preparation of School Fund documentation for audit and oversee reconciliations with the School Finance Officer. • Submit monthly VAT returns to the LA. • Have regular monthly meetings with School Finance Officer and HT/SLT including meetings with governors where necessary. • To maximise income generation within the ethos of the school through the management of lettings or bid writing.

Strategic Leadership and Management

- Ensure direct line management of all admin staff and support the line management of non-teaching site staff (by working closely with the Site Manager).
- Attend any relevant SLT / Governing Body meetings as required.
- Support the Head Teacher in making an effective link between the budget plan and the School Improvement Plan and to provide relevant information in order to support self-evaluation processes.
- Understand and provide feedback, where necessary or appropriate, on the implications of government policies and educational trends and developments regarding business and financial management within schools.
- Act as Data Protection Officer by supporting the administration of any SAR/FOI requests and liaising with the nominated external DPO to ensure implementation and compliance with GDPR processes, policies or procedures.

Site/Health & Safety

- In collaboration with the Head Teacher, Governing Body and School Finance Officer, ensure that maintenance and building contracts are tendered to comply with the council's code of practice on purchasing good and services and with the financial limits agreed by the Governing Body.
- Produce a Business Continuity Plan and take appropriate action where weaknesses are identified or updates are required.
- Work effectively with the Site Manager to ensure all contracts are maintained to the highest quality and provide the school with value for money.
- Manage an inventory of all items as required by the LA and report on any changes to this regularly.
- Manage the lettings of the School premises to outside organisations where appropriate and agreed by the Head Teacher.
- Take a leading role in the development of H&S, and all associated policies and procedures, by working effectively with relevant stakeholders (Head Teacher, Site Manager, governors, staff and external agencies) to ensure compliance and development of best practice in this area.
- Maintain an oversight of all risk assessments, inc. those developed for individual purposes, and consult with relevant individuals required to share information or take action to minimise any workplace risks or hazards.
- Provide H&S advice and information, to the Head Teacher or school staff as required, and liaise effectively with LA H&S officers regarding the reporting of incidents or accidents required in line with RIDDOR regulations.
- Manage, in collaboration with the Site Manager, a programme of site development and maintenance works.

Human Resources

- Liaise with the LA/HR to issue new and amended contracts for any staff changes notified by the Head Teacher including keeping SIMs employment details up-to-date.
- Reconcile payroll for all school staff including any overtime returns approved by the Head Teacher.
- Work with the LA to ensure the payroll is processed on a timely basis.
- Ensure oversight of admin officer to ensure DBS and relevant safeguarding & right to work checks are carried out or checked for all staff, voluntary helpers, club staff, external agencies and governors as necessary and the single central record is updated in line with relevant guidance.
- Coordinate the recruitment and induction procedures at the School (liaising with HR as necessary).
- Maintain confidential staff HR records and which are organised appropriately and securely.
- Maintain responsibility for administration and recording staff absence and monthly returns including the management of sickness notifications and return to work forms/meetings.
- Communicating, where required, with other professionals in order to manage referrals to occupational health and/or other agencies.
- Manage any processes related with absence or course requests for individual staff.

School Administration and Pupils (as part of the whole Administration team)

- Ensure the school's administrative systems and procedures provide an excellent service by line managing the admin team.
- Manage the operation the school's pupil administration system (SIMS) by organising access levels for staff and ensuring appropriate maintenance of records.
- Ensure oversight of IT and telephony issues by liaising effectively with the School's IT support.

	• Manage, and ensure effective management of records related to, the allocation of devices to staff. • Liaise with service providers of all support services, e.g. reprographics, catering, contractors, to ensure smooth operational delivery and proactive action in response to any issues. • Ensure completion of CTFs and any other relevant returns to external services. • Maintain responsibility for the inputting of School's statutory assessment data and the submission of this data to LA/DfE as required. • Support the efficiency of admin duties by overseeing this function of School operations and providing feedback/making recommendations where necessary. • Support the coordination of the collection of school trip money and the ordering, paying of coaches and venues for school trips • Manage any general correspondence to the school liaising, where required, with the Head Teacher.
Local Authority Employees	
	• To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and Safeguarding children and young people as this applies to the role within the organisation • To participate in the operation of the Council's Personal Performance Development Scheme. • It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000. • The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work. • Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

PART TWO: Personal and Professional Conduct

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at Yew Tree Primary School:

1. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:

    a. Treating pupils/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff' position having regard for the need to safeguard pupils'/pupils' well-being, in accordance with statutory provisions
    b. Showing tolerance of and respect for the rights of others
    c. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
    d. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

2. Members of staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Additional Duties
Any other duty deemed reasonable, as directed by the Head Teacher.

Review of Performance
The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our job, we should embrace the notion of 'continuous improvement'.

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with Yew Tree Primary School Code of Conduct.

Generic Responsibilities

All members of staff at Yew Tree Primary School have a collective responsibility for securing the vision of the School.

All members of staff have a responsibility for helping to develop and secure continued improvement for our 'school'.

To play a full part in the life of the school community, to support its distinctive vision & ethos and to encourage staff/pupils to follow this

To follow all school policies

To work in a co-operative and polite manner with all stakeholders.

To work with pupils in a courteous, positive, caring and responsible manner at all times

To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised

To be polite, cooperative and positive when communicating to other staff

To take an active and positive role in the school's commitment to the development of staff, and their annual appraisal procedures

To work with visitors to the school in such a way that it enhances the reputation of Yew Tree

To seek to improve the quality of our service

To present oneself in a professional way that is consistent with the values and expectations of our school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.

Fluency Duty

The ability to converse at ease with pupils, parents and other users of the service and provide advice in accurate spoken English is essential for the post.

Date of Job Description: ……..

Signed:……. (SBM)