

# St Mary and St Pancras Church of England Primary School



## Job Description

Job Title:	School Business Manager
Responsible To:	Headteacher
Responsible For:	Administration and Premises Staff
Grade/ Salary Range:	PO3 Spinal Column Points
Hours of Duty:	21 hours per week All year round

### **PURPOSE OF JOB**

- The School Business Manager is the school's leading support staff professional who is responsible for personnel management, premises management, budget planning, administration aspects of financial management, Health & Safety and all matters within the management of the School, which are supportive to, but do not directly involve teaching and learning.
- To be responsible for strategic planning in relation to the business and support services of the School, including all financial implications, and ensuring that the School uses its resources effectively and efficiently at all times.
- As a member of the Leadership Team, to be responsible for: creating and delivering a shared corporate strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisation structures and functions so the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and wellbeing of students.

### **DUTIES AND RESPONSIBILITIES**

#### **LEADERSHIP AND MANAGEMENT**

1. Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team

3. Contribute to planning and managing change in accordance with the school development plan
4. Provide leadership, motivation, direction and support to all staff in the post holder's area of responsibility.
5. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.
6. Provide leadership, motivation, direction and support to all staff in the post holder's areas of responsibility.
7. Improve and develop financial statements, forecasts and best value procedures
8. Attend 'Finance, Admission & Premises Committee' Meetings to provide information as required including annual budget statement, CFR Return, Financial Summary and School Financial Value Standards.

## **FINANCE**

1. To formulate short and long term budget strategies with agreed procedures which are reviewed annually and prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year.
2. To be a member of the Finance, Premises and Resources Committee providing advice and monitoring reports as required.
3. To operate all bank accounts, for public funds, school fund and any external grants and to undertake monthly reconciliations
4. To prepare financial returns as requested by the DCSF, the LA and other statutory authorities.
5. To be responsible for the presentation of regular management analyses reports and longer term assessment on income and expenditure in relation to the school's budget within the School Development Plan.
6. To monitor and control expenditure, including the monitoring of all ordering, receipting of goods and payment of invoices. To undertake the accounting for the school, recommending appropriate action where necessary.
7. To ensure that all finance procedures are carried out in line with current regulations and LA Financial Regulations and that effective monitoring systems of income and expenditure are operated. To develop and maintain the schools Financial Procedures Manual and ensure that it is kept up to date.
8. To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.
9. To obtain comparative quotes, where appropriate, in order to receive best value for money.
10. To oversee the banking of monies, payment of invoices, chasing monies owed to the school and payment where appropriate.
11. To continually monitor and review in the best interests of the school, the school's insurance and process claims where loss or damage occurs.

12. To be responsible for monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement.
13. To prepare bids for capital development projects and other grants.
14. To ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested.
15. To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
16. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT and Governing Body accordingly.
17. Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
18. To work with the Headteacher and Governing Body to generate and co-ordinate new income streams that support the school's long term development plans and its vision.
19. To be the point of contact with central and other agencies with regard to all matters relating to the post.

## **ADMINISTRATION**

1. To manage all aspects of the school office, including the administrative ICT facilities.
2. To manage and oversee the school's policy renewal schedule.
3. Oversee and ensure an inventory of all school equipment is maintained.
4. Identify the need and be responsible for securing appropriate licences and insurances.
5. To be responsible and accountable for key objectives in the School Improvement Plan.
6. Be responsible for the provision of specialist advice and guidance to the Headteacher/ Senior Leadership Team/Governing Body etc. on national and local guidelines/policy/statute etc.

## **HUMAN RESOURCES MANAGEMENT**

1. Be responsible for general personnel matters ensuring required pre-employment checks are carried out for new employees, setting up contracts, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and ensure that return to work interviews are completed for all staff.
2. Line manage Administration and Premises staff including performance management and assist in the identification and addressing training and development needs.
3. Undertake the administrative aspects of the appointment and employment of teaching and support staff, compliance with legislation and good practice relating to employment protection and equal opportunities.

4. Manage the school's Single Central Record database.
5. Be responsible for managing the personnel database of single central records (including sickness records) for staff and volunteers and ensure that these are efficiently and accurately kept.
6. Monitor staff absences, prepare staff returns for the LA and prepare reports for the Headteacher as required.
7. Maintain confidential staff records.
8. Provide leadership and guidance for administrative and site staff, including direct line management responsibility where appropriate.
9. Ensure that the school follow safer recruitment guidelines and manage all aspect of the recruitment process.
10. Ensuring all HR processes and systems are legal, compliant with internal policies and best practice and are efficiently undertaken.
11. Ensure the staff workforce census is completed.
12. Be responsible for the provision of specialist advice and guidance to Senior Leader Team/Governing Body on national and local guidelines/policy/statute etc.

## **PREMISES**

1. To line manage the Site Service Officer to implement the premises and site decisions of the Headteacher and Governing Body.
2. To share responsibility with the Headteacher for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
3. To establish and maintain a school Health and Safety policy and to oversee a programme of risk assessments and fire drills.
4. To lead the planning and implementation on site of new capital and refurbishment projects.
5. To liaise with the Site Service Officer to ensure all contracts are maintained to the highest quality and provide the school with value for money.
6. To arrange for all premises and plant insurance and liability insurance policies to be taken out annually.
7. To ensure and monitor appropriate comprehensive records in relation to premises management.
8. To maximise the use of the premises both by school and outside agencies in order to generate income.
9. To take responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
10. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
11. Be responsible for liaising with the site manager/caretaker on the security and safe working condition of the school site.
12. Oversee and monitor risk assessments in conjunction with Site Service Officer.

13. To ensure the on-going effectiveness of the Business Continuity Plan and be aware of its place within management procedures of the school.
14. Advise the Governing Body's Finance, Premises and Resources committee.
15. To manage contracts, leasing arrangements and the Asset Register.

## **HEALTH & SAFETY**

1. To carry out Health and Safety Checks with the Site Service Officer and Health & Safety Governor.
2. To ensure that contracts for annual health and safety checks are carried out by the relevant services.
3. To ensure that Risk Assessments are carried out for all areas of the school.
4. To formulate, monitor, implement and review the school's Health & safety policies and premises management policies and Risk Assessment procedures.
5. To advise staff as appropriate
6. To ensure regular Fire Risk Assessment and all statutory inspections are carried out.
7. Ensure all fire prevention equipment are maintained.

## **GENERAL**

1. To commit to safeguarding and promoting the welfare of children and young people.
2. To present a positive, professional and inclusive public image for our school in dealings with parents, pupils, staff, governors, local authority officers and the wider community.
3. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the School's Christian ethos and work towards the overall aims of the School.
6. Establish constructive relationships and communicate with other agencies / professionals.
7. Attend and participate in regular meetings.
8. Participate in training and other learning activities and performance development as required.
9. The post holder will be required to undertake any other appropriate and reasonable activities as required by the Headteacher.

**PROFESSIONAL DEVELOPMENT**

The post holder will participate in school Performance management procedures and will be expected to attend relevant training to update knowledge and skills.

**ACCESSIBILITY**

We endeavour to ensure equality of access throughout the school.

**HEALTH AND SAFETY**

We are conscious of our duties to ensure that work is undertaken in a safe and secure environment. This is regularly managed and monitored by representatives of the school and the Governing Body.

**EQUAL OPPORTUNITIES STATEMENT**

Our diversity is our strength and a workforce that reflects our diverse society commits us to providing services to our many different communities. We will not discriminate on the grounds of race, gender, gender reassignment, marital status, sexual orientation, age, religious beliefs, disability or any other characteristic.

Headteacher		School Business Manager	
	DATE		DATE