

JOB DESCRIPTION

Service Area:	Section / Team :
Post Reference No:	Location: Birch Copse Primary School
Job Title: School Business Manager	
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the DBS.	

JOB PURPOSE

- To actively model and promote the values and ethos of the school
- To manage the operation and delivery of administrative and financial services within the school including the planning, development and monitoring of these services.
- 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.
- To work within the school's Senior Leadership Team (SLT) to advise on finance, administration and premises issues.
- To manage school premises and facilities including coordinating and monitoring the work of any contractors to ensure that the school remains fit for purpose.
- To lead on all aspects of Health and Safety across the site.
- To manage office staff and site/premises staff (cleaners and caretaker).

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Finance

- Be responsible for planning, development, design, organisation and monitoring of admin/finance service, support systems, procedures and policies
- Maintain, develop and monitor financial systems in accordance with locally agreed procedures and comply with statutory requirements
- Implement the financial decisions of the Headteacher and Governing Board
- To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school
- In conjunction with the Headteacher, create the detailed budget for the school
- Use financial management information and benchmarking tools to identify areas of relative spend, assess trends and directly advise SLT accordingly
- Monitor and control income and expenditure in relation to the school's budget
- Monitor and control income and expenditure in relation to the school's Breakfast and After School Club in conjunction with the Headteacher
- Assist in the preparation of all financial returns for the DfE, EFA and other central and local government agencies within statutory deadlines

- Generate and coordinate new income streams which are supportive of the ethos of the school
- Provide detailed analysis and evaluation of data and produce detailed reports/information/data as required by the Headteacher and the Governing Board.
- Advise governors on the policies needed to comply with all employment legislation
- Have an excellent working knowledge of SIMS and FMS
- Maintenance and development of all targets through SFVS
- Payment of invoices
- To manage all aspects of banking arrangements
- To process payroll paperwork relating to additional hours, changes in hours, resignations and new starters
- To deal with staff payroll queries

Human Resource Management

- Responsible for general personnel matters, ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews. Give advice to the Headteacher and when necessary the Governors, on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal
- Maintain confidential staff records
- Line manage, and provide leadership and support for office staff and site/premises staff (caretaker and cleaners)
- Represent office staff at relevant meetings as necessary
- Undertake recruitment, induction, training, performance management and mentoring of office staff, caretaker and cleaners
- Ensure all safeguarding procedures are in place and adhered to, particularly in relation to the Single Central Record (SCR) and recruitment
- Ensure all HR processes are legal, compliant with internal policies and best practice, and are efficiently undertaken
- Ensure the workforce census is completed
- Deal with payroll queries
- Issue staff contracts and process payroll paperwork relating to changes in hours and resignations and new starters

Premises

- Work with the caretaker and contractors to implement the premises and site decisions of the Headteacher and Governing Board
- Share responsibility with the Headteacher and Caretaker for the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property
- Lead the planning and implementation on site of new capital and refurbishment projects
- Work with the caretaker to ensure all contracts are maintained to the highest quality and provide the school with value for money
- Maximise the use of the facilities both by school and outside agencies to generate income
- Take responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
- Manage the letting of the school premises to outside organisations
- Provide and document effective Risk Management, for example in Health and Safety and in the management of any third party service contracts.
- Prepare disaster recovery plan and be aware of its place within the management procedures of the school
- Advise the Governing Board on Finance, Premises, and Health and Safety issues
- Manage the catering contracts, leasing arrangements and Asset Register,
- Manage the school cleaning arrangements, including line management of cleaning staff when

employed in-house.

Organisation

- Be responsible for the planning, development, design and monitoring of support services and whole school systems/procedures/policies
- Provide organisational and advisory support to Governors, attending meetings as required
- Participate as part of SLT and minute meetings as required
- Lead a team of support staff to ensure effective communication and development of office/caretaking/cleaning systems and procedures.

Whole School Administration

- Manage the administrative function of the school including the administrative ICT facilities
- Provide for the preparation and production of all school records and publications
- Responsible for the provision of specialist advice and guidance to SLT/Governing Board etc on national and local guidelines/policy/statute etc
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary
- Manage complex administrative procedures
- Produce and respond to complex correspondence
- Provide advice and guidance to staff and others on complex issues
- Manage the administration of, and provide organisational and advisory support to staff on payroll and personnel issues, including maintaining records used by external providers (such as those related to staff insurance)
- Lead and manage the ICT technical support contract for the school

Marketing

- Promote the school to difference audiences, including the press, and raise its profile within the local community
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects

Staff Responsibility

- All support staff within finance, premises, administration and reception roles
- Direct line management of above staff

General

- Undertake any other duties as requested by the Headteacher that are commensurate with the grade of the role.

PERSON SPECIFICATION

Job Title: School Business Manager	Service Area:
Reports to : Headteacher	Post Reference No:

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications and Experience</u>		
Has a minimum of 3 years' experience in financial management/accountancy, ideally in a school setting	E	Experience in a school based setting is desirable to be effective in the role quickly and efficiently in context. Financial/accountancy and managerial experience is required due to the complexity and challenging nature of the role
Has strong organisational skills	E	The responsibilities of the role are many and varied. The ability to be organised and multi-task is essential
GSCE education in English and Mathematics equivalent to grade A-C	E	The responsibilities of this role require a high degree of competence in English and Maths. The job-holder must also be very numerate due to the financial/analytical requirements of the role.
Holds a diploma in School Business Management, or similar evidence of competency to undertake the role	D	A formal qualification is desirable, however a candidate with a work history which supports their ability to do the job, may be considered.
Holds ECDL or equivalent qualification in Microsoft Office: Word, Excel and Power Point	D/E	A high level of competence in Microsoft Office is essential on an everyday basis. This may be evident through qualifications, or through competence built from previous experience.

<u>Knowledge</u>		
A working understanding of the financial structure and operation of a school, and the ability to maintain, analyse and report on budget sheets.	D	A strong understanding of budget and expenditure analysis is essential. Ideally this will be grounded in a school environment, though skills may have been acquired through other financially based roles.
Experience in property maintenance and Health and Safety management	D	These are key aspects of this role.
A high degree of competence on Microsoft Office, particularly Excel.	E	Many aspects of the job role involve editing and designing documents, appropriate presentation of information, and typing.
Fluent English – spoken and written	E	To be able to speak confidently to parents, contractors and other visitors and callers in person and on the phone, and to be able to compose letters and documents to a high standard.
An understanding of Safeguarding and Child Protection	D/E	This underpins all aspects of school life. An understanding and awareness is essential when taking phone calls and dealing with children on a day to day basis. Training is given.

KEY CRITERIA	E/D ?	CONTEXT (How the criteria will be used in the job)
<u>Skills and Abilities</u>		
Strong communication skills, written and spoken	E	The SBM speaks to staff, visitors, parents, governors and children on a regular basis and must be a good ambassador for the school
Strong organisational skills	E	The SBM must be able to independently manage and prioritise a varied and complex work-load, being mindful of deadlines.
Strong leadership skills	E	The ability to lead projects and processes, directing others as appropriate
Strong team skills	E	To lead a harmonious office team, and as part of the wider school staff.

The ability to work unsupervised, under own initiative		The SBM will manage their own work and to take responsibility for tasks without supervision.
<u>Work-related Personal Qualities</u>		
Excellent 'people' skills	E	To be able to deal diplomatically with all manner of issues with parents, colleagues, contractors and visitors.
Professionally discreet and able to respect confidentiality	E	Much of the SBM's work is confidential and must be treated as such. Discretion and trust is important in this role.
Flexible approach to tasks	E	The tasks are many and varied. The SBM must be flexible and willing to re-prioritise frequently
Work as part of a team	E	Working with other members of staff at all levels is a key requirement of the role to ensure that the school runs smoothly.
Sense of humour and 'can-do' approach	D/E	School is a happy place where a sense of humour helps! The SBM needs to be willing to 'have a go' at whatever is needed.
Patient - enjoys working among children	E	The SBM comes into contact with children visiting the office, and around school, and must be kind, patient and helpful.