



## **Allanson Street Primary School Job Description School Business Manager**

**Salary Scale : 29-31**

**37 hours per week, term time only plus 5 days**

**The School Business Manager is accountable to the Head teacher and plays a strategic role as a member of the School Leadership Team.**

### **STRATEGIC ROLE**

- Ensuring that the school makes the best possible use of resources available through effective strategic planning, including consideration of all financial implications.
- Leading finance, personnel management, site/premises management, administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- Effective risk management, for example, in Health and Safety, in the management of any third party service contracts.
- Promoting and developing good management practice, positive participation, effective communication and clear procedures; demonstrating effective leadership through good professional practice.

### **FINANCE**

Working with the Head Teacher and the Local Authority Finance Officer, the School Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management.

The School Business Manager will be responsible for:

- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund and other funds which shall from time to time be in place e.g. Pupil and Sports Premium, DFC allocations) in accordance with

agreed policies and timetables; ensuring accurate financial records are maintained and reported on a regular basis to the Head Teacher and Governors.

- Ensuring that the financial transactions of the school are carried out in an appropriate manner and that the financial regulations of both the Local Authority and the School are observed.
- Working with the Head Teacher and Governors on financial policy, preparing appraisals for particular projects and for the development of any business plans which may be required.
- Working with the Head Teacher to agree specific budgets and monitoring accounts against these budgets.
- Preparation of regular management accounts for budget holders and Chart of Accounts Reviews for Governors.
- Using financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advising the School Leadership Team accordingly.
- Ensuring compliance with the Schools Financial Value Statement.
- Working within the Local Authority's audit objectives and ensuring that internal audit recommendations are actioned.
- Monitoring all accounting procedures and resolving any problems, including:
  - Ordering and processing payment for all goods and services provided to the school.
  - Operation of bank accounts, ensuring that a full reconciliation is undertaken as required.
  - Maintaining an asset register.
  - Preparation of invoices and collection of fees.
- Preparing all financial accounts as necessary and as required by various stakeholders. Providing detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
- Monitoring the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deduction arrangements in which the school participates.
- Preparing all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
- Maximising income generation within the ethos and agreed policies of the school.
- Being the point of contact with the DfE and other agencies with regard to grant applications, gifts and other donations.

- Negotiating, managing and monitoring contacts, tenders, and agreements for the provision of support services, including service level agreements entered into with the Local Authority.
- Purchasing, either directly or indirectly, maintaining and recording the school's energy supplies.
- Seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that arise.

In all financial matters, the School Business Manager will operate within a best value framework. In addition the SBM will be responsible for ensuring that the school meets national standards of financial management within schools, to whatever current standards are in place.

## **PERSONNEL**

The School Business Manager will be responsible for:

- All general personnel matters relating to staff including:
  - Recruitment administration including all clearance checks including references, medical checks, DBS clearance and arranging the issue of contracts of employment.
  - Maintaining confidential staff records.
  - Administration of changes to staffing contracts.
  - Induction of new staff.
  - Ensuring monthly returns covering all aspects of personnel and payroll activities.
  - Arranging supply cover for absent staff.
  - Preparing return to work paperwork for departmental leaders.
  - Monitoring staff absence
- Carrying out return to work interviews for office staff and lunchtime supervisors in line with the school and LA policies.
- Providing leadership, guidance and appraisal for office staff and lunchtime supervisors and to monitor the effectiveness of these staff to meet the needs of the school.
- Working with the Head Teacher to recruit office staff and lunchtime supervisors.
- Working with Human Resources, provide advice on:
  - Salaries and expenses.
  - Maternity and sickness procedures.
  - Redundancy and other matters of dismissal/termination of employment.
  - Policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school.

## **SITE/PREMISES MANAGEMENT**

The School Business Manager will be responsible for:

- Overseeing the maintenance of the school site; the buildings and outdoor spaces.
- Preparing maintenance schedules which ensure the efficient operation of all facilities.
- Premises development planning including energy conservation.
- Providing regular input to the LA's Systemlink database as the school's contribution to the Council's Carbon reduction Strategy and energy management procedures.
- Appraisal of projects for the development of the school.
- Liaison with the architects/project managers as necessary.
- Drawing up outline specifications for new projects, obtaining tenders, ensuring planning permission is in place, liaison with building contractors and Property Services staff.
- Working with Local Authority staff to monitor the quality of work carried out by contractors.
- Purchasing and arranging repair and maintenance of furniture and fittings.
- Implementation of risk management and loss prevention strategies in the school to reduce insurance costs.
- Working with the Local Authority, provide advice on :
  - Main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
  - Elements of fire safety and the associated risks to the school through the process of risk assessment.
  - Risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
  - Importance of a disaster recovery plan and its place within the management procedures of the school.
  - Elements of a comprehensive disaster, and recovery plan and operate the elements linked to the resource management responsibility.

## **WHOLE SCHOOL ADMINISTRATION**

The School Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include:

- Line management of office staff and lunchtime supervisors.
- Managing the administration function, data management, data protection, staff, pupil and administrative records, school reception, reprographics and telephones.
- Managing the efficient and effective running of the general office as one of the schools main points of public contact; motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
- To work with all staff to manage safeguarding on the site as it relates to employees, visitors and volunteers.
- To minute Governing Body committee meetings as required.

### **COMMUNICATIONS**

- Ensure day-to-day communication with parents is carried out for example reporting sickness and absence, letters home, regular newsletters and other communications which promote the school.
- Organisation of efficient transfer of communications to relevant staff.
- Appropriate liaison with external agencies regarding aspects of pupil education and welfare.

### **MARKETING**

- To contribute to the promotion of the school to different audiences and raise its profile within the local community.
- To monitor the quality of documents sent out in the school's name to ensure a positive image is maintained.

### **GENERAL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the school

- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in appropriate meetings.
- Participate in training and other learning activities and performance development as required.

The job holder agrees to take an active part in the life of the school and ensure that everyone in the school community, visiting agencies, visitors and friends are treated with care and respect in accordance with the schools Code of Conduct.

*It is important to note that this job description is a 'present day' guide to the work being undertaken by the job holder. It may be changed from time to time to meet changing circumstances.*

Signed \_\_\_\_\_ School Business Manager

Signed \_\_\_\_\_ Head Teacher

Date