

JOB DESCRIPTION (Legh Vale Primary School)



BUSINESS MANAGER AND LEADERSHIP GROUP MEMBER (Point 35-38)

PURPOSE OF JOB

- To give strategic vision and leadership to all aspects of Budget, Finance, Health and Safety, Personnel and Premises.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Group and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- To be responsible for the school site and its buildings, their maintenance, development and efficient use.
- To function as line manager for all associate staff
- To serve as a full member of the Leadership Group, offering, financial, personnel and health and safety advice as required, and contributing to strategic planning and operational management.
- Ensuring that the school is fully prepared to meet OFSTED financial criteria and FMSIS
- To liaise with relevant members of the LA/Council

Responsible, alongside the Deputy Head Teacher and Assistant Head Teachers to the Head Teacher and through him to Governors

Responsible For: All Associate Staff

DUTIES GENERAL

1. To lead and advise the Leadership Group on matters relating to premises and finance and Health & Safety.
2. To attend all main governing body meetings and assist the Chair for sub-committee for Finance and General Purposes.
3. To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher.
4. To deputise for the Head Teacher as required in relevant fields of expertise.
5. To play a significant part in appropriate supervision and education of students.
6. To provide support as relevant to the Head Teacher and Deputy Head Teacher.

Health & Safety

1. To formulate, monitor, implement and review the school's Health & Safety policy including the introduction of all Risk Assessment procedures.
2. To advise all staff as appropriate.
3. To report to Governors on Health & Safety.
4. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
5. Ensure completion and storage of accident reports for staff and pupils and forward copies to Health and Safety at St. Helens LA

Premises

The Bursar will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Head Teacher. Specific responsibilities include:

1. Taking the lead on compiling, and implementing, a Premises Development Plan including energy conservation;
2. Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
3. Hold daily meetings with caretaking staff to ensure the smooth running of the school.
4. Managing the work of the caretaking staff so that repairs and maintenance requirements are prioritized and completed and that the security of the buildings and site is maintained.
5. Liaising with Cleaning Supervisor to ensure that cleaning standards are maintained.
6. Liaising with Grounds Maintenance Dept. to ensure that the grounds are maintained to a high standard.
7. Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering;
8. Advising on all Health & Safety matters, including measures in the event of emergencies.
9. Appraise projects for the development of the school.
10. To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises.
11. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including Compulsory, Competitive tendering.
12. To be responsible for letting of the school premises to outside organizations and school staff, the development of all school facilities for out of school use, with particular reference to the local community.
13. Purchase, repair and maintenance of all furniture, equipment and fittings,
14. To monitor the work of on-site contractors and arrange for estimates for work.
15. To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims.
16. To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.

Financial

Working with the Head Teacher the 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 Bursar will be responsible specifically for;

1. Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors.
2. Budgetary control so that the spending of cost centres is kept within agreed limits.
3. Ensuring that the school achieves Best Value in all purchases, service level agreements and other financial arrangements.
4. To lead the writing of any sections of school self evaluation relating to finances and best value.
5. Ensuring that the school's Financial Regulations and FMSiS are adhered to and amended as necessary.
6. Ensuring that all funds are audited and that recommendations arising from audit are brought to the attention of the Governors.
7. Attendance at Governors' Financial & Premises, Personnel and Health & Safety Committee meetings to provide information as required.
8. To annually inform staff of policies in place on all aspects of financial management and provide new staff and governors with copies of the documents as part of their induction.
9. To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and the school are observed.
10. Management of all aspects of income generation.
11. Ensuring the proper collection, recording, reconciliation and banking of any monies received by the school
12. Preparation for approval by the governors of annual estimates of income and expenditure.
13. Manage SIMS LRM6.128 module giving guidance to other users.
14. To prepare appraisals for particular projects and the development of long term initiatives for the school.
15. To co-operate, initiate and manage audit procedures as necessary.
16. Attend Governing Body Finance and General Purposes Committee meetings and maintain minutes and set agenda.
17. To write bids for funding as required by LA DFES.
18. Managing the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximizes its potential from the LA
19. Submitting capital bids to the LA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
20. Promoting the school's activities and premises with the objective of maximizing letting income, within agreed policies.
21. Managing and overseeing the school's lettings procedures
22. Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
23. Monitor the standard and cost effectiveness of the newly appointed catering contractor within the agreed performance indicators.

Administration and ICT

The Bursar 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;

1. To coordinate planning for the effective provision of ICT resources at the school including hardware / software and the efficient running of the IT Support Team.
2. To manage the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration.
3. To organize, maintain and monitor the school's financial, premises and personnel systems.
4. To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration system.
5. To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety.

Personnel Management/Safeguarding

1. Schedule cover the teaching/support staff due to attendance of training courses, meetings and absence due to ill health.
2. Management of SIMS Personnel module and production of reports.
3. Development and maintenance of system to monitor staff absence and ensuring that return to work interviews are held after periods of staff absence in accordance with the LA policy and procedures.
4. Responsible for completion and submission of staff absence records to Human Resources.
5. Responsible for completion and submission of teacher/support staff supply cover and overtime forms to Human Resources. Maintaining records of caretaking/cleaning overtime.
6. Performance Management of admin. Staff.
7. Liaise with Governors/Headteacher/Human Resources on staff vacancies and advise Leadership of job advert, job description, job specification and deadlines. Oversee interview arrangements and provision of references.
8. Liaise on behalf of headteacher with Human Resources regarding preparation of contracts, maternity leave, termination of employment and other staff issues.
9. Ensure all new staff receive induction before commencement of duties.
10. Advise staff of their annual pay awards.
11. Investigate staff pay queries.
12. Maintaining a Single Central Record of staff (list 99 checks/CRB)
13. Checking and signing documents required as evidence for submission of CRB Applications to Human Resources.
14. Maintain confidentiality and security of information at all times and be aware of the requirements of the Data Protection Act.

Line Management Responsibilities

The Business Manager will be responsible for managing premises and all other associate staff .

1. Managing the staffing operation of the School Office and all administrative/caretaker staff.
2. Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
3. Managing Staff Attendance and Leave to ensure a continuous service throughout the year.
4. Overseeing support staff career development including the appraisal scheme and reviewing training requirements.
5. Monitoring the effectiveness of the support staff establishment to meet the needs of the school.

Other duties and responsibilities

1. Undertake training relevant to the post.
2. To respond to the administration of new initiatives
3. Development and maintenance of School Diary.
4. Ensure the staff weekly diary of events is published and distributed to all staff
5. Operate the SIMS Assessment module to input pupil data and transfer of information to LA and Department of Education. Generation of assessment information for pupil reports etc.
6. Develop and maintain secure signing in procedures for visitors, students and volunteers.
7. Organise training courses/meetings in school and maintain records for invoicing purposes

Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher

Date _____

Signed _____ ()

Signed _____ (Andy Howard, Headteacher)