

Rectory C.E. Primary School
School Business Manager
Job Description

Salary Scale SO1

The School Business Manager, (SBM), is accountable to the Headteacher and plays a strategic role as a member of the Senior Management Team, (SMT).

STRATEGIC ROLE

Responsible for:-

- Ensuring that the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications
- Leading Finance, Personnel Management, Administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function and overseeing Site Management
- Effective 'Risk Management', for example, in Health & Safety, and in the management of any third party service contracts
- Strategic planning in setting the direction of the school as a member of the SMT
- Supporting and developing the school's ICT strategy to enhance teaching and learning in the 21st Century

FINANCE

Working with the Headteacher and the Local Authority Finance Officer, the SBM 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 SBM will be responsible specifically for:-

- Ensuring that the school has appropriate financial systems and managing all aspects of the school's financial systems, (including voluntary funds such as School Fund and Extended Services Fund and Devolved Formula Capital), in accordance with these agreed policies and timescale; ensuring that accurate financial records are maintained and reported on a regular basis to the HT and Governors
- Ensuring 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
- Advising the HT and Governors on financial policy. Preparing appraisals for particular projects and for the development of business plans e.g. Extended Schools
- Obtaining agreement of budgets and monitoring accounts against budgets. Preparation of regular management accounts for all Funds held at the school
- Monitoring and management of the Autism Provision Budget
- Using financial management information, e.g. benchmarking tools to identify areas of relative spend, assess trends and directly advising the SMT accordingly
- Ensure compliance with the Schools Financial Value Statement
- Monitoring and management of all accounting procedures and resolve any problems, including:-
 - Ordering, processing and payment of all goods and services provided to the school
 - Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month

- Maintain the school's asset register
- Preparation of invoices and collection of fees and other dues, instigating legal action where necessary to recover bad debts
- Preparing all financial accounts as necessary as required by the auditors. Providing detailed management accounts for the Governors and HT according to an agreed schedule, reporting immediately any exceptional problems
- Monitoring the payroll service for all school staff, with an overview of the various pension schemes and other deductions in which the school, under the guidance of the Local Authority, participates
- Preparing all financial returns for the DCSF, Local Authority 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 DCSF and other agencies with regard to grant applications, gifts and other donations
- Using effective bidding strategies
- Managing and monitoring contracts, tenders and agreements for the provision of support services under the agreed Local Authority protocol for Best Value
- Purchasing and monitoring the school's energy supplies
- Organising the arrangements for using school facilities including bookings for lettings
- 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
- Identify funding opportunities and lead bids to secure additional resources to enhance teaching and learning

PERSONNEL

To be responsible for:-

- General personnel matters relating to staff
- Clearance and administration for new staff including medical checks, CRB clearance and arranging the issue of contracts of employment
- Maintenance of confidential staff records and to ensure that staff records held in the school by others are kept confidentially
- Administration of changes to staffing contracts
- Induction of new support staff
- Arranging supply cover for absent teacher, training courses etc.
- Safeguarding records
- Maintaining absence records and conduct 'Return to Work' interviews
- Providing leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and extended service staff
- Monitoring the effectiveness of the clerical and extended services staff in line with the needs of the school
- Recruitment, professional development, appraisal and training of staff line managed by SBM
- Support staff professional development to maximise their ability to utilise ICT through providing and identifying training opportunities
- Working with Human Resources, providing advice on:-
 - Salaries and expenses
 - Maternity and sickness procedures

- Redundancy and other matters of dismissal
- Policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc., and the implementation of these policies in school
- Monitoring and implementing the schools Health & Safety policy to comply with the requirements of Health & Safety and Work Act and other legislation
- Maintain the Single Central Record

ESTATE MANAGEMENT

To be responsible for the overseeing of:-

- The maintenance of the school site; the buildings and outdoor spaces
- Preparing maintenance schedules and the efficient operation of all facilities on the property
- The compilation and implementing of a premises development plan, including energy conservation
- Appraisal of projects for the development of the school
- Drawing up outline specifications for new projects, obtaining tenders, ensuring planning permission in place, liaison with building contractors and Property Services staff and the Diocese
- Working with LA staff to monitor the quality of work by contractors and cleaning service staff
- Leading school community on energy management, environmental and sustainability issues
- Purchasing and arranging repair and maintenance of all furniture and fittings
- Letting of the school premises to outside organisations and the LA, with particular reference to the local community
- Implementation of risk management and loss prevention strategies in the school to reduce insurance costs
- Cascading Health & Safety related information to staff and visitors
- In co-operation with the Fire Service to be responsible for arranging the installation and maintenance of fire equipment
- To know about and advise upon the:-
 - 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 SBM 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:-

- Managing the administrative function including the ICT facilities, data management, school reception, reprographics, records and telephones, post and black bag

- 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
- Managing all extended services, free early education documentation and returns
- Acting as correspondent for the Department for Children, Schools and Families and to be responsible for the records and returns required
- Overseeing the development and maintenance of school website, VLE, (Life) and Reception DVD
- Acting as System Manager for computer network:-
 - Systems and general management of the school's administrative and financial computer network
 - Implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and recording system
 - Maintenance of pupil records including when appropriate the Assessment Process
 - Preparation and production of all schools records and publications
 - Obtaining the necessary licenses and permissions and ensuring their relevance and timelines

MARKETING

- To contribute to the promotion of the school to different audiences and raise its profile within the local community

GENERAL

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work and aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings, (Governing Body, Finance and Buildings Committee)
- Participate in training and other learning activities and performance development as required

Agree 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 Mission Statement

Signed

Headteacher

Signed

School Business Manager

February 2012