



Holy Cross Catholic Primary School

Job Description

School Business Manager

Salary scale SCP 29 – 31

It is important to note that this job description is a 'present day' guide to the work you are undertaking. It may be changed from time to time to meet changing circumstances.

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

Responsible for

- Ensuring the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Leading Finance, Personnel Management, Estate 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 and in the management of any third-party service contracts
- Strategic planning in setting the direction of the school as a member of the Leadership Team
- Supporting and developing the school's ICT strategy to enhance teaching and learning in the 21st Century.

FINANCE

Working with the Head Teacher and the Local Authority Bursar, 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 specifically 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 Extended Services Funds and Devolved Formula Capital) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained and reported on a regular basis to the Head Teacher and Governors
- Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulation of both the Local Authority and the School are observed.
- Advising the Head 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 budget holders
- Using financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and advising the School Leadership Team accordingly
- Ensure compliance with the Schools Financial Value Statement
- Monitoring all accounting procedures and resolve any problems, including:
 - Ordering, processing and payment for 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.
 - Maintaining an assets 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 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 deductions 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.

- Securing bid-based competitive funds by effective use of bidding systems and contacts.
- Negotiating, managing and monitoring contracts, tenders, and agreements for the provision of support services.
- Purchasing, either directly or indirectly, the school's energy supplies.
- Arrange for the independent auditing of voluntary and extended services finds on an annual basis
- 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
 - For the clearance and administration for new staff including medical checks, DBS clearance and arranging the issue of contracts of employment.
 - The maintenance of confidential staff records and to ensure that staff records held in the school by others are kept confidential
 - Administration of changes to staffing contracts
 - Induction of new support staff
 - Arranging supply cover for absent teachers, training courses etc.
 - Maintaining absence records and conduct 'Return to work' interviews
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and extended services staff.
- Monitoring the effectiveness of the clerical and extended services staff establishment to meet the needs of the school
- Recruitment, professional development, appraisal and training of staff line managed by School Business Manager
- Support staff professional development to maximize their ability to utilize ICT through providing and identifying training opportunities
- Working with Human Resources, provide 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 the school
- Monitoring and implementing the school's health & safety policy to comply with the requirements of Health and Safety at Work Act and other legislation
 - Maintain the Single Central Record

ESTATE MANAGEMENT

- To be responsible for:
 - Overseeing the maintenance of the school site; the buildings and outdoor spaces
 - Preparing maintenance schedules and the efficient operation of all facilities on the property
 - Taking the lead on compiling and implementing a premises development plan including energy conservation
 - Appraisals of projects for the development of the school
 - 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 by Contractors and cleaning service staff
 - Purchasing and arranging repair and maintenance of all furniture and fittings
 - Letting of the school premises to outside organisations and the Local authority, with a 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 equipment for protection against and escape from fire.
- 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 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;

- 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 school's main points of public contact; motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery
- Acting as correspondent for the Department for Children, Schools and Families and to be responsible for the records and returns required.
- Acting as System Manager for the 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 record system,
 - Maintenance of Pupil Records including when appropriate the Assessment Process
 - Preparation and production of all school records and publications.
 - Obtaining the necessary licenses and permissions and ensuring their relevance and timeliness

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 aims of the School
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings (Governing Body, Sub Committee meetings). This will involve some out of hours work during school terms.
- Participate in training and other learning activities and performance development as required.
- To provide support as relevant to the Headteacher
- To undertake such duties as agreed with the Head Teacher and carry out duties as may be required from time to time by the Head Teacher

You 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 – ‘*We Care, We Share, We Value*’

Date Prepared: April 2019