

ST. PETER'S C E PRIMARY SCHOOL



JOB DESCRIPTION – BUSINESS MANAGER

The School Business Manager is responsible to the Headteacher and plays a strategic role as a member of the SMT.

STRATEGIC ROLE

- I. To be responsible for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available.
- II. To be responsible for all or the majority of the disciplines of 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, and to clerk the minutes of the various governors' committee meetings.
- III. To be responsible for effective 'Risk Management', for example, in Health and Safety and in the management of any third party service contracts.

FINANCE – Improving school resource management:

- To advise the Head and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan in particular relating to the rental of the school hall and the sale of school uniform items.
- To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SMT/SLT accordingly.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting regular termly reviews.
- To monitor all accounting procedures and resolve any problems, including:
 - The ordering, processing and payment for all goods and services provided to the school.
 - The 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.

- To prepare all financial accounts as necessary and to liaise with the auditors. To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
- To lead and advise headteacher and governors on updates to financial documents and procedures and prepare annual reviews.
- To monitor 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.
- To prepare all financial returns for the DFE, LA, and other central and local government agencies within statutory deadlines.
- To maximise income generation within the ethos of the school.
- To be the point of contact with the DFE and other agencies with regard to grant applications, gifts and other donations.
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- To purchase, either directly or indirectly, the school's energy supplies.
- To be responsible for the arrangements for school facilities including:
 - Transport
 - Bookings for lettings
 - Uniform sales
 - Music tuition
- To be responsible for:
 - 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.

PERSONNEL

- To be responsible for:
 - General personnel matters relating to staff.
 - For the clearance for new staff including medical checks, DBS clearance and liaising with Human Resources over 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
 - All staff contracts and co-ordinate the administration for staff recruitment
- To provided leadership and guidance for support staff, including: administrative and clerical, financial, welfare of teaching assistants, premises and maintenance.
- To be responsible, where appropriate, for the recruitment, professional development,

appraisal and training of support staff.

- To give advice to Governors 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.
- To monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.

ESTATE MANAGEMENT

- To be responsible for the:
 - Maintenance of the school site and the buildings,
 - Preparation of maintenance schedules and the efficient operation of all facilities on the property.
 - Security of the school site
 - Upkeep of playing fields, gardens, playgrounds.
 - Maintenance of boundaries.
 - Purchase and repair and maintenance of all furniture and fittings
 - Letting of the school premises to outside organisations and school staff
 - Implementation of risk management and loss prevention strategies in the school to reduce insurance costs.
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- In co-operation with the Fire Service to be responsible for the installation and maintenance of equipment for protection against and escape from fire.
- To know about the:
 - Main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
 - Elements of the 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
- To assist the headteacher in drawing up outline specifications for building development and in liaison with building contractors and the Schools Property Services Unit.

WHOLE SCHOOL ADMINISTRATION

- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
- To act as System Manager for the administrative computer network

- To be responsible for the
 - Systems and general management of the school's administrative and financial computer network,
 - The 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
- To act as correspondent for the Department for Education and to be responsible for the records and returns required.
- To provide advice to Head and Governors on admissions and appeals policy.
- To be the co-ordinator of educational visits.
- **MARKETING**
- To contribute to the promotion of the school to different audiences and raise its profile within the local community.
- To ensure website information is frequently updated and that the website is compliant with Ofsted requirements.

