



# St James' CE Primary School

## Job Description

### School Business Manager



St. Helens Council

Salary Scale: 29-31  
37 hours per week, term time only plus 10 days

**The School Business Manager is accountable to the Head teacher.  
To line manage all other office staff as directed including the delegation of relevant activities.**

#### **STRATEGIC ROLE**

- To support the Head teacher in the strategic leadership of all aspects of Budget, Finance, Health and safety, personnel and premises
- To lead, operate, maintain and develop financial procedures and systems of the school ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
- To ensure that the school meets all legal requirements linked to non-teaching OFSTED requirements
- Promote and develop good management practice, positive participation, effective communication and clear procedures; demonstrating effective leadership through good professional practice
- To keep up to date with national and local initiatives and ensure school provisions reflects best practice

#### **MAIN TASKS INCLUDE:**

- To advise and assist the Head Teacher, Senior Leadership Team and Governors on the effective and efficient use of the school budget, ensuring they achieve value for money, preparing relevant financial reports and attending meetings where appropriate
- To work within the agreed procedures and policies ensuring that the current Internal Audit recommendations are actioned
- To contribute significantly to the smooth running of the school on a day-to-day basis supporting the wider aspirations of the school
- To manage the efficient and effective running of the general office as one of the school's main points of public contact; motivating and facilitating team work and good practice in order to achieve excellent standards of service delivery
- To ensure professional confidentiality
- To minute Governing Body Committee meetings
- To contribute as appropriate to the exploration of external funding opportunities, liaising with agencies in the preparation of bids
- To assist the Head Teacher and Governors with relevant policy development
- To be responsible for the line management of other admin staff

#### **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 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 other funds which shall from time to time be in place) 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
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- 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
- Monitoring all accounting procedures and resolve any problems, including:
  - Ordering, processing any payment for all goods and services provided to the school
  - Operation of all bank accounts, ensuring that a full reconciliation is undertaken as required
  - Maintaining an assets register
- Preparing all financial accounts as necessary and as required by the 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 with 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 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, 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
- 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**

- To be responsible for:
  - All general personnel matters relating to staff
  - For recruitment administration including all clearance checks including references, medical checks, DBS clearance and for 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
  - Ensuring timely monthly returns to HR covering all aspects of personnel and payroll activities
- To carry out Return to Work Interviews for all school staff in line with the school and LA policies
- To monitor staff absence and make the appropriate referrals as required by the school and LA policies
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- To monitor the effectiveness of the clerical staff establishment to meet the needs of the school
- 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

## **HEALTH & SAFETY**

- To ensure that the School's Health & Safety Policy complies with changing legislation and is therefore reviewed regularly and presented to Governors for approval as appropriate
- To ensure that the school safeguarding procedures and policies are followed and the school SCR is maintained and up to date
- To monitor the implementation of the school's Health & Safety Policy to comply with the requirements of Health and Safety at Work Act and other relevant legislation

- To carry out termly health & safety checks on the whole school site and to give feedback to and advise the Head Teacher and Governors on any required actions
- To respond to matters raised as health & safety issues
- To cascade health & safety related information as necessary
- To liaise as appropriate with the Health & Safety Governor
- To know about and advise upon the:
- Main health & 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/elements of a disaster recovery plan and its place within the management procedures of the school.

## **SITE/PREMISES MANAGEMENT**

- To be responsible for:
  - Overseeing the maintenance of the school site; the buildings and outdoor spaces
  - Maintenance schedules which ensure the efficient operation of all facilities on the property
  - Premises development planning including energy conservation
  - 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 DBE Services staff
  - Working with to monitor the quality of work carried out by contractors
- Purchasing and arranging repair and maintenance of all furniture and fittings
- Implementation of risk management and loss prevention strategies in the school to reduce insurance costs
- 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.

## **ICT**

To be the System Manager for the whole school's computer network, including:

- Liaison with ICT Service Provider to ensure the schools systems are maintained to a good standard and that problem are resolved in a timely manner.
- Responsibility for 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.
- Preparation and production of all school records and publications.
- Obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To identify developments in hardware, systems and software to ensure that the school's ICT is always managed in the most effective way.
- To ensure that any new administrative software/systems are implemented efficiently, including briefing and training of staff throughout the school.

## **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 administration function including the ICT network, 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.

- Ensuring that, in the absence of the Admin Officer, the school's First Day Response system is operated.
- Acting as correspondent for the Department for Education and to be responsible for the records and returns required for example termly Census Returns.
- To manage the school's Single Central record and ensure that necessary checks are carried out and recorded as appropriate.
- To work with all staff to manage safeguarding on the site as it relates to employees, visitors and volunteers.
- To ensure the effective management of incoming mail/email and that appropriate protocols for confidential mail are adhered to.
- To work with staff to ensure the efficient delivery of a wide range of after school clubs and activities and to manage any fees, charges and permissions 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.
- To attend new parent induction meetings with Foundation Stage staff to advise parents of administration procedures (e.g. milk, uniform, meals etc.)

## **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 regular 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 Mission Statement – “learn, laugh and live with the love of God”.**