

School Business Manager - Job Description

Lea Valley Primary School



Leads & Manages: School Office, Finance Administration, Site Manager and Cleaners, ICT Technicians, Catering Team

Title: School Business Manager

Work Location: School Based

Reports To: Head Teacher

Grade: PO4

Salary Range: Point 35

Job Purpose

1. To promote the highest standard of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
2. To be responsible for the financial resource management, administration management, personnel management, management information and ICT, facility and property management, health and safety management and all matters within the school which are supportive of but do not involve the teaching function.
3. To play a central role in the Senior Leadership Team.
4. To ensure the school is fully prepared to meet Ofsted and School Financial Value Standards criteria and Local Authority (LA) Health & Safety inspections.

General Duties Leadership & Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage all non teaching staff

Financial Resource Management

1. To evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. To obtain agreements of budgets and monitor accounts against all budgets. To prepare regular accounts for budget holders. To report on the current situation in terms of the budget to the governors, by attending, when necessary meetings and finance subcommittee meetings of the governing body.
3. To manage the school accounting function, ensuring its efficient operation according to the school and the local education authority's agreed procedures and monitor those procedures by conducting at least an annual review.
4. To prepare the final accounts and liaise with auditors ensuring that the school's accounts comply with all necessary requirements. To report immediately any exceptional problems.
5. To use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and directly advise the head teacher accordingly.
6. To be responsible for monitoring the provision of a comprehensive payroll service for all school staff, with the operation of various pension schemes and other deductions in which the school participates
7. To maintain VAT and income tax returns, and submit statutory returns.
8. To liaise with the payroll provider to ensure all staff are paid efficiently.
9. To prepare all financial returns for the school, DFE, local authority and other government agencies within

statutory deadlines.

10. To maximise income generation within the ethos of the school.
11. To prepare appraisals for particular projects and the development of long term initiatives for the school.
12. To help plan, prepare and liaise with local education authority and other agencies with regards to grant applications, gifts and other donations.
13. To be responsible and accountable for securing bid-based competitive funds by effective use of bidding systems and contacts.
14. With the head teacher to negotiate, manage, monitor and evaluate contracts, tenders, and agreements for the provision of support services (including energy suppliers and catering), with a view of cost effectiveness and ensuring the school maximises its potential from these services.
15. To be responsible for the arrangements for school's facilities including: bookings for school facilities, provision of facilities for additional tuition out of hours etc
16. To Implement approved insurances and handling any claims that arise.
17. To be responsible for the ordering of all equipment, materials and services. To ensure regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.
18. To develop and maintain systems and controls for the effective use of school's bank accounts.
19. To be responsible for maintaining the computerised accounts system and for the prompt and controlled payment of invoices.
20. To prepare invoices and organise collection of fees and other dues (e.g. trips, dinner money, breakfast club, school building fund) taking legal action with appropriate advice where necessary to cover bad debts.
21. To assist parents, or direct them to staff in the school who may help them, in securing the benefits to which they are entitled.
22. To ensure that the financial management of the school meets School Financial Value Standards, Local Authority Finance Manual and the school's own Scheme of Delegation.

Administration Management

1. To be responsible for the efficient communication system within the school
2. To be responsible for the production of letters, reports and school publications, ensuring high quality at all times. To produce personal and confidential correspondence for the head teacher, senior management team and governors.
3. To set up and maintain the school's admissions systems and to be responsible for all admissions to the school.
4. To manage all matters related to maintaining effective pupil attendance records and reports, liaising with the relevant school and LA staff as necessary
5. To be responsible for all arrangements for the efficient operation of medical examinations, photographer etc
6. To be responsible for ensuring that all staff are aware of the administrative procedures that are in operation within the school to assist staff in the compliance of procedures
7. To be responsible for the operational management of the computerised systems provided to assist in the management of the school
8. To provide support to parents and pupils of the school.
9. Manage the whole school administrative function and manage systems and link processes that interact across the school to form complete systems
10. Establish and use effective methods to review and improve administrative systems
11. To consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.

Human Resource Management

1. With the head teacher to lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relation to staff and other adults who may have contact with children or will be on site
2. To be responsible for general personnel matters ensuring procedures for clearance of new staff including references, medical checks, CRB checks and the issue of contracts are in place. To set up staff records and to ensure that staff records held by the school are kept confidential.
3. To manage the School Workforce Census and ensure all statutory returns are completed and returned by the deadline.

4. To provide leadership and guidance for the administrative staff including direct line management responsibility.
5. To be responsible for the professional development and training of administrative staff including induction, training and guidance as appropriate.
6. Responsibility for the administration for all staff recruitment.
7. Monitoring staff absence providing regular statistics to the Head teacher and governors. Bringing issues relating to leave and sickness to the attention of the head teacher

Facility & Property Management

1. To take the lead in compiling and implementing a Health and Safety Policy, Fire Evacuation Policy, Critical Incident Plan and Premises Development Plan, including energy conservation. Leading in the implementation of risk assessment and loss prevention strategies in the school to reduce possible insurance costs.
2. To attend and report to Governors' Health & Safety/Premises committee and staff Health & Safety committee.
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. To manage major building projects and monitor the work of on-site contractors, arranging for estimates of work.
4. To manage the maintenance of the school site including the purchase and repair of all furniture and fittings
5. Ensure the continuing availability of utilities, site services and equipment and follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure the safe maintenance and security operation of all school premises
8. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. To oversee the school's safeguarding procedures with regards to access to the school.
9. Seek professional advice on insurance and advise the head teacher on appropriate insurances for the school and implement and manage such schemes accordingly.
10. To advise on the main health and safety requirements relating to the school buildings and stakeholders completing relevant risk assessments and pointing out any shortcomings to the Head Teacher and governors.
11. To complete annual fire safety risk assessments with the site manager and keep records of and initiate regular fire practices.
12. To monitor the site managers schedule of safety testing for specific equipment.
13. To manage the letting out of the school's premises to members and groups of the wider local community and to aid the school move towards implementing the core provision for extended services. Liaising with the site manager with regard to issuing of receipts, collection of monies and pay claims for extended hours worked
14. To manage and monitoring security, maintenance, heating, cleaning and other general site services within the premises.
15. To manage and maintain the school's inventory/Asset register
16. To manage first aid training for staff ensuring compliancy with LA health and safety procedures
17. To ensure that the appropriate data protection register and other licences are maintained and adhere to the requirements of the Data Protection Act, the Health and Safety at Work Act and other relevant legislation as well as council and governing body policy.

Other Duties

1. To manage and complete performance management reviews for Administrative Assistant
2. To ensure contingency plans in place in case of technical failure
3. To consult and liaise with external agencies as necessary
4. Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
5. Manage premises staff attendance and leave to ensure a continuous service throughout the year.
6. To keep all policies and procedures under review and recommend improvements

7. To access training relevant to own professional development.
8. To ensure confidentiality when appropriate.
9. To undertake any other temporary duties consistent with the basic objectives of the post.
10. Review the above after 6 months from date of appointment.