

ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

School Business Manager- Job Description

Purpose of the Job

To contribute to the leadership and management of the school. The candidate will report directly to the Headteacher.

- To be responsible for the efficient and effective financial resource management of the school including financial procedures and systems.
- To support the school's Site Manager and the Headteacher in the development and management of the school's site, including all aspects of health and safety, premises management and lettings.
- To be responsible for development and management of the school's Human Resources provision.
- To provide leadership and support for the members of the school's administrative team and manage the office function.
- To be a welcoming face to the school.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or the level of responsibility involved.

The candidate will be expected to attend relevant training and meetings and take part in the school's Performance Management System.

Detail:

To be responsible for the efficient and effective financial resource management of the school including financial procedures and systems, working alongside the Finance Secretary who manages many of the aspects.

- Ensure that the school has appropriate financial systems in place in line with the SFVS and to be responsible for the effective management of these systems.
- Advise the Headteacher and Governing Body on school financial policy and practice.
- Evaluate information and consult with the Headteacher, SLT and Governors to prepare a realistic and balanced budget for the school. Submit the proposed budget to the Headteacher and Governors for approval.
- Use the agreed budget to actively monitor and control performance to achieve value for money. Propose revisions to the budget, if necessary, in response to significant or unforeseen developments. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Provide on-going budgetary information to relevant people.
- Maintain a strategic financial plan that will indicate the trends and the requirements of the school development plan and will forecast future years budgets.
- Ensure that the school achieves Best value for money when purchasing goods and services and maintain a contract register.
- Prepare all financial returns for the DFE, Diocese of Westminster, LA and other agencies when required within statutory deadlines.
- Be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures.
- Be responsible for the support provided by Financial Services for Schools.
- Ensure efficient ordering, processing and payment for all goods and services provided to the school.
- Maintain manual and computerised record and filing systems in line with audit requirements.
- Deal with correspondence promptly and as required, including payment queries, communication received from suppliers, contractors and bank.
- Prepare invoices and collection of fees and monies due to the school.
- Act as budget holder for: building/site repairs and maintenance, administrative supplies etc.

- Ensure the control and co-ordination of purchasing and servicing arrangements within the school including quotations, tenders, orders, liaison with suppliers and contractors. Take a lead role in contacting outside contractors, arranging work specifications and collecting quotes.
- Ensure that the School Business Continuity Plan is maintained.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find means of income growth through grants, sponsorship, hiring's and write business cases.
- Lead on procurement process, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Keep records of Pupil Premium and Sports Premium expenditure and provide regular reports of how this money is allocated.
- Oversee the operation of the School Fund Account and report to the Governing Body on income and outgoings.
- Support the Head with analysing and interpreting benchmarking data.
- Support the Governor's in their preparation of finance reports.

To support the school's Site manager and Headteacher in the development and management of the school site.

To act as Health and Safety Coordinator and Lead Fire Officer under the direction of the Headteacher and with support of the Site Manager, including all aspects of health and safety, premises management and lettings.

- Share the responsibility with the Headteacher and Site manager for the maintenance of the school site and buildings.
- Ensure that relevant school risk assessments are in place and updated; fire risk assessment completed for the school and that it is reviewed annually.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school, including the Emergency Response Plan.
- Ensure that records of alarm tests, equipment tests, fire alarm drills and lockdown procedures are recorded and updated regularly. Ensure that Fire Log, Asbestos log and Legionella Log are kept up to date.
- Ensure that all statutory inspections are completed and records kept.
- Manage the cyclical site maintenance and share the responsibility with the Headteacher in planning and implementation of any planned building and refurbishment at school.
- Manage the letting of school premises to external organisations.
- Ensure that all contracts are maintained to the highest quality and provide the school with value for money.
- Be aware and comply at all times with policies and procedures relating to health and safety, child protection, safer recruitment, confidentiality and data protection and report all concerns to the Headteacher.
- Assist with the planning and preparation of any building work; e.g. assisting in the preparation of outlining specifications, obtaining tenders, liaising with architects/project managers/sponsors and ensuring that the build programme is carried out according to the budget and agreed plans as necessary. This may include asbestos management.
- Maintenance of the school Asset Management Plan/Premises Plan.

To be responsible for development and management of the school's Human Resource provision alongside the Headteacher's Secretary.

- Ensure appropriate cover is in place for absent staff on a day to day basis including external supply cover.
- Line manage the school's administrative and premises staff.
- Assist the Headteacher in recruitment and selection process.
- Monitor the recruitment procedure to ensure safer recruitment of all new staff (including pre-employment checks and DBS). Oversee the induction of any new staff.

- Maintain the School's Single Central Record and ensure safeguarding checks are in place for all staff, governors and visitors to the school including contractors.
- Liaise with Human Resources with regards to new starters, leavers and variations to contracts.
- Provide support to the Headteacher, where needed, with regard to HR issues such as disciplinary and capability procedures.
- To manage the Induction process for all employees.

Administration Management

- Keep records in accordance with the school's record retention schedule and data protection law (GDPR), ensuring information security and confidentiality at all times.
- Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- Manage the efficient and effective running of the school office as one of the school's main points of public contact, as well as the centre of day to day administration.
- Review and improve administrative systems that deliver outcomes based on the school's aims and goals.
- Provide a welcoming reception service
- Assist with office cover, first aid and general admin when necessary.
- To undertake other duties and responsibilities as is directed by the Headteacher.

General

- To maintain total confidentiality in all matters relating to the school.
- Act in accordance with the school's policies and procedures for Safeguarding and Child protection reporting any child protection concerns immediately to the DSP and CPOMS.
- To contribute to the overall ethos/work aims of the school.
- Comply with all relevant legislation and school policies

EQUAL OPPORTUNITY: The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.