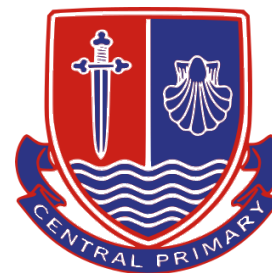


# Central Primary School



## School Business Manager

### Job Description

**Salary scale:** H8 to M1 (£27,741-£39,880 pro-rata)

**Hours:** 37 hours per week.

Term time only (plus 5 INSET Days and 5 days in the school holidays- negotiable)

**Contract type:** full-time, permanent

**Responsible to:** Headteacher/ Deputy Headteacher

**Responsible for:** Admin team and Site Team

### Purpose of the job

This is a pivotal role within the school, working directly with the Headteacher to provide strategic management of all non-educational aspects of the school i.e administration, personnel and financial services that ensure the efficient and effective delivery of the running of the school. The Business Manager will be responsible for overseeing the maintenance of the buildings, grounds, equipment and health and safety.

As a member of the senior leadership team, the Business Manager will make a significant contribution to the development of the school, underpinning the work done within the curriculum, support for pupils and the school's role within the wider community.

### Roles and responsibilities:

#### Finance

- Responsible for the effective management of financial administration procedures, including ensuring compliance with financial regulations.
- Budget modelling, drawing up base budgets and final budgets. Providing financial information and advice for the Headteacher and Governing Body of the school as required.
- To monitor salaries and weekly / monthly expenditure advising the Headteacher, and Governing Body as required, highlighting over- and under-spends and providing options for varying expenditure.
- To manage the maintenance of accounting records relating to the school budget together with the appropriate financial controls ensuring all expenditure is correctly coded.
- Preparation and maintenance of reports, records and accounts as required for the LA, DfE and other Government Agencies.
- To manage the, processing and payment of all goods and services ensuring best value for the school, including issuing invoices and settlement of accounts.
- Manage capital projects including preparation of work specifications for tendering and assisting with the selection of contractors.
- To ensure the proper collection, reconciliation and banking of any monies received by the school.

- Managing procurement and being responsible for securing relevant grants and sponsorship.
- To ensure additional hours and supply teachers' claims forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff.
- Maintaining an assets register and inventory.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurance for the school. Implementing the approved insurances and handling any claims that arise.
- To be responsible for the management of income generation, including lettings and fundraising.

## **Personnel**

- To be responsible for school personnel administration, ensuring an accurate database of personnel records including sicknesses and absences and acting as point of contact for the Headteacher on personnel issues.
- To carry out administrative processes relating to recruitment and other staff changes, including seeking out references, medical clearance and DBS checks as required.
- To be responsible for making sure all new starter paperwork is completed in line with HfL requirements and any other documents relating to staff employment.
- To be responsible for the maintenance of confidential staff records.
- To be responsible for the effective operation of payroll.
- To ensure IR35 records are kept securely.
- To maintain an accurate Single Central Register (SCR)

## **Administration**

- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To line manage all administration and caretaking staff.
- 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.
- To ensure the preparation and production of all school records and publications.
- To ensure all pupil records are maintained.
- To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
- To contribute to the writing of school communications including governors meetings.

## **Health and Safety Management**

- To be responsible for the management of Health and Safety within the school, reporting to the Headteacher.
- Ensure that systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and, where appropriate, the Health and Safety Executive.
- To ensure that statutory health and safety monitoring is conducted regularly by both in-house staff and external contractors where necessary.
- Ensure that the maximum level of security is maintained at all times.

## **Estate Management**

- Ensure that ancillary services e.g. site, catering and cleaning are monitored and managed effectively.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To ensure the safe maintenance of the School site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, working closely with the full time site caretaker.
- Working with the Site caretakers to co-ordinate the purchase, repair and to maintain all furniture and fittings.
- Manage service contracts.
- To oversee the letting of school premises.

## **Leadership**

- Member of the senior leadership team (SLT) giving financial, personnel advice and support as required.
- Attendance at the Finance Governing Body meetings (or as required) to provide information including annual budget statement, CFR return, Financial Summary and Statement of Internal control.
- Line management and complete appraisals for office staff and caretaking staff. Liaise with after school club and breakfast club staff.

## **General**

- To support the admin team in the day to day running of the school office and hold regular team meetings.
- To comply with and assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- To contribute to, and support the overall aims of the school.
- Be aware of and support differences and ensure that the school's equalities and diversities policies are followed.
- Establish constructive relationships and open communication where necessary with staff, parents, children, other agencies / professionals.
- Attend and participate in regular meetings as needed.
- Participate in training and learning activities and in performance management as required.
- To promote the safeguarding of children.

## **Safeguarding and equality**

- 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 differences and ensure equal opportunities for all.

## **Review of duties**

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the staff member, be changed.