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Headteacher: Ian Taylor

Ernesford Grange Primary School

School Business Manager - Job Description

Job details

Job title: School Business Manager

Salary: Grade 7 (£32,234 to £38,890)

Hours: 32.5 hours per week

Contract type: Annual (all year round)

Reporting to: Headteacher

Job Purpose

The School Business Manager (SBM) will be responsible for the business, strategic and operational management of the school including Financial Management, Premises, Personnel, Administration and Compliance. The SBM will be responsible for the Finance Officer, Admin Manager, Catering Manager, Site Services Officer, GDPR, bid writing and any other non-teaching line managers.

Main Duties and Responsibilities

Finance

In conjunction with the Headteacher, the SBM will be responsible for leading and managing on all financial aspects of the school. The SBM will manage the finance team in school and work closely with the LA finance officer.

Specific responsibilities include:

Prepare an annual budget for the school to be submitted to the Governing Body.

Obtain agreement of budgets, monitor accounts and oversee regular management accounts for budget holders.

Advise the Head and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.

Under the direction of the Headteacher prepare documents for Governor's resource meetings - attend Governors Resource Meetings.

Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the management team accordingly.

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.

Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money. Actively

Ensure the effective and efficient operation of the finance department, delegating tasks appropriately ensuring school bank accounts are in good order.

Comply with financial reporting requirements and submit statutory returns.

Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.

Prepare all financial accounts as necessary and to liaise with the auditors. To provide detailed management accounts for the Governors, headteacher and Management team according to an agreed schedule, reporting immediately any exceptional problems.

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.

Prepare all financial returns for the DfE, Local Authority and other central and local government agencies within statutory deadlines.

Be responsible for securing bid based competitive funds by effective use of bidding systems and contacts.

Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services including energy.

Monitor developments in technology and consider how it can be used to enhance the school's business processes.

Attend relevant leadership meetings and complete agreed actions accordingly.

Research income generation streams.

Premises

In conjunction with the Headteacher, the SBM will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fixtures, and fittings of the school through liaison with the Site Services Officer and the Property Officer.

Specific responsibilities include:

Maintenance of the school site, boundaries and buildings to a high standard.

Preparation of the maintenance schedules and the efficient operation of all facilities.

Installation and plant for lighting, heating, water etc....

Security of site, upkeep of playing fields, gardens, and land drainage.

Purchase, repair and maintain all furniture and fittings.

Manage and develop school facilities for out of school use.

Deal with the day-to-day arrangements relating to; school services, building cleaning, catering, ground maintenance, with minimum referral to the Headteacher.

Implementation of risk management and loss prevention strategies in the school to reduce insurance costs.

Draw up outline specifications for premises improvements, obtaining tenders and planning permission through liaison with the property officer, liaison with building contractors.

Implement, monitor and review the school's Health and Safety Policy to comply with the requirements of the Health and Safety at Work Act and other legislation.

In co-operation with the Fire Service to be responsible for the installation and maintenance of equipment for protection against and escape from fire.

Along with the SSO, monitor and oversee the quality of work by on-site contractors.

Implement the approved insurances and manage any claims that arise.

To keep abreast of relevant information including:

- Health and Safety issues specific to the school and how they relate to pupils, 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.

Personnel

In conjunction with the Headteacher, the SBM will be responsible for the overall management of personnel matters in liaison with the contracted HR service.

Specific responsibilities include:

Preparation of paperwork to HR in relation to pension, contract, medical and appropriate checks for new staff.

The maintenance of confidential staff records and to ensure that staff records held in the school are kept confidential.

The co-ordination of the administration for staff recruitment and staff contracts.

Be responsible, where appropriate, for the recruitment, professional development, appraisal, and training for nonteaching staff.

To ensure the Single Central Record is accurate and up to date.

Liaise with agencies providing support services at the school.

Manage the school's payroll provision with the payroll provider.

General personnel matters relating to staff.

Health and Safety

In partnership with our health and Safety officer and the Headteacher, the SBM will advise staff and report to the Governing Body on Health and Safety issues.

Specific responsibilities include:

Formulate, monitor, implement and review the school's Health and Safety policy including the introduction of all risk assessment procedures.

In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire.

Maintain records of and initiate regular fire practices and alarm tests.

Advise on all Health and Safety matters including measures in the event of emergencies.

Liaise with appropriate City Council Health and Safety Officers providing information and seeking advice as necessary.

Administration and Compliance

The SBM will be responsible for those aspects of administration and management of the school, which do not relate to the teaching, supervision, and pastoral care of pupils.

Specific responsibilities include:

Ensure the efficient and effective running of the general admin office as one of the school's main points of public contact, as well as the centre of daily administration. In liaison with admin manager and finance officer:

Act as a system manager for the administrative computer network.

Manage SIMS modules giving guidance to other users. Ensure back up of data.

Ensure that the website is kept up to date in relation to areas of responsibility, including events on the school calendar.

Be responsible for all statutory and statistical returns and that they are completed as appropriate.

Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

Track all non-teaching school policies and ensure they are updated in accordance with the policy review schedule.

Monitor and update the risk register.

Provide administrative support for the Headteacher and governing body.

Other:

The school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies including the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Ernesford Grange Primary School

Person Specification: School Business Manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Good qualifications in English and mathematics e.g.: Maths A Level - Desirable• School business management qualification such as the Level 4 diploma in school business management or equivalent such as a CSBM – Essential.• Other relevant training and experience in education and schools e.g. safeguarding – Desirable.• Experience of using SIMS – Essential.
Experience	<ul style="list-style-type: none">• Successful management experience in a school, or at least two aspects of the Job Description in another sector.• Experience of managing a significant budget effectively.• Effective line management experience.• Experience of change management.• Contributing to staff development.
Knowledge, ability and Skill	<ul style="list-style-type: none">• Expert knowledge of financial management and at least one other aspect of the role.• Previous use of SIMs/FMS or equivalent.• Exceptional IT skills.• General knowledge of the education sector.• Effective communication and interpersonal skills.• Ability to build effective working relationships with staff and other stakeholders.• Ability to delegate.• Ability to work under pressure and prioritise effectively.
Personal qualities	<ul style="list-style-type: none">• To work with integrity, empathy, honesty, loyalty and fairness.• To be supportive, decisive and passionate.
Special Requirements	<ul style="list-style-type: none">• An enhanced DBS check will be required.• Understanding and commitment to equal opportunities.• Willingness to play a full and active role in the life of the school.• Commitment to maintain confidentiality at all times.• Commitment to safeguard the assets, financial probity and reputation of the school.• Commitment to their own continuous professional development and to developing others.

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: April 2021

Headteacher/line manager's signature:

Date: