

Job Description for School Business Manager – SO1

Responsible to:

- Responsible to the Head teacher.

Purpose of Job

- To give strategic vision and leadership to all aspects of budget, finance and premises
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
- Be responsible for the school site and its buildings, their maintenance, development and efficient use
- Play a central role in the Senior Leadership Team
- Ensuring that the school is fully prepared to meet Ofsted financial criteria
- To liaise with relevant members of the LA

Main Duties

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

General Duties

- To lead and advise the Senior Leadership Team on matters relating to Premises, Finance and Health & Safety
- To take delegated responsibility for premises and financial decisions following appropriate discussions with Headteacher
- To provide support as relevant to the Headteacher and Deputy Headteacher
- To attend main Governing Body and Finance Committee meetings

Financial

- To be responsible for the effective financial management administration procedures including the responsibility for compliance with financial regulations so that the school is fully prepared to meet the demands of audit, Ofsted, the Diocese and SFVS
- Monitoring weekly/monthly expenditure and advising of under/overspending whilst providing options for varying expenditure.

- To co-operate, initiate and manage audit procedures as necessary
- Managing procurement
- To prepare for approval by the Head and Governors the annual estimates of income and expenditure. To obtain the agreement of budgets and to monitor accounts against budget. To report on the financial state of the school to the Governors
- To monitor all accounting procedures and resolve any problems
- To be responsible for the ordering, processing and payment for all goods and services provided to the school
- To be responsible for the school fund, ensuring that a full reconciliation is undertaken at least once month
- To undertake the preparation of invoices and collection of fees and other dues
- To prepare all financial returns for the DfE, LA and other central and local government agencies with statutory deadlines
- Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness and ensuring that the school achieves value for money from all services in line with the principles of best value
- Be responsible for seeking professional advice on insurance and advising on the appropriate insurances for the school. Handling any claims that arise.

Personnel and Staffing

- To be responsible for general personnel matters including employment clearances for new staff and the upkeep and maintenance of the Single Central Record
- To maintain confidential staff records and ensure that staff records held in school by others are kept confidential
- To maintain HR records regarding staff absences and provide the Headteachers with a monthly/termly report
- To effectively operate documentation in relation to payroll and other personnel systems
- Complete and submit all monthly, termly and annual returns
- With the relevant training, be a First Aider for staff and children

Whole School Administration

- To be responsible for the systems and general management of the school's administrative and financial systems
- To manage the production of all statistics and return information to the DfE, LA, Diocese and other agencies within statutory deadlines
- To line manage other administrative staff and co-ordinate their work to ensure efficiency
- To provide general administrative and reception cover in the absence of other staff
- To obtain the necessary licences and permissions and ensuring their relevance and renewal
- To maintain pupil records
- To maintain the school website in line with DfE requirements

Premises

The Business Manager will be work alongside the Site Supervisor to oversee the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school.

Specific responsibilities include:-

- To oversee the lettings of the school premises to outside agencies in line with the school lettings policy and guidelines on safeguarding
- Work with the Site Supervisor to prepare work specifications for tender and assisting with the selection of contractors
- To manage the DFC budget from the Diocese and submit all relevant paperwork for projects
- Through regular contact with the Site Supervisor ensure the proper maintenance and repairs of the school is carried out and progress monitored
- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering arrangements where applicable
- Appraise projects for the development of the school
- To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering