

Washingwell Community Primary School



Job Profile:	School Business Manager
Post Holder:	
Hours:	37 hours term time only + 2 weeks
Salary Scale:	Grade H Range: points SCP 25 -28 (29,577 -32,234)
Qualifications:	CSBM or equivalent
Line Manager:	Head Teacher, Alison Hall
Staff for whom responsible:	Caretaker; Cleaning staff; Administrative staff

Purpose:

The School Business Manager is a member of the school's leadership team. The overall purpose of the job is to give strategic leadership and vision to all aspects of finance, personnel, buildings & premises, whole school administration and marketing.

Key roles of this post:

1.Strategic Leadership:

- To give strategic leadership and vision to all aspects of budget, finance, premises and school management systems.
- To ensure that the school makes the best possible use of resources available.
- To liaise with the Site Manager to provide a learning environment that is permanently safe, secure and run to maximum efficiency.
- To ensure that the school is fully prepared to meet external auditing, OfSTED financial procedures and the Schools Financial Value Standard (SFVS).
- To liaise with the relevant officers of the LA/Council.
- To be responsible for the communication between the school and its service users.
- To function as line manager for all administrative staff and Site Manager
- To attend all Full Governing Body meetings and relevant sub-committees eg finance and premises – advising Governors where appropriate.

2. Finance:

- To advise the Head Teacher 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.
- To obtain and prepare for approval by the Head Teacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the senior leadership team.
- To 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 at least an annual review.
- To monitor all accounting procedures and resolve any problems, including:
 - the ordering, processing and payment for all goods and services provided to the school
 - the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - maintaining an assets register
 - preparation of invoices and collection of fees and other dues.
- To obtain and prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Head Teacher and Governors according to an agreed schedule, reporting immediately any exceptional problems.
- To prepare all financial returns for the DFE, LA, and other central and local government agencies within statutory deadlines.

- To maximise income generation within the ethos of the school.
- To assist the Head Teacher and Budget Officer with budget setting.
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- To purchase, either directly or indirectly, the school's energy supplies.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.

3. Personnel:

- To be responsible for general personnel matters. For the clearance for new staff – medical checks, child protection, and to ensure that contracts of employment are issued.
- To gather advice for Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To maintain confidential staff records and to ensure that staff records held in the school are kept confidential.
- To develop and manage the schools Sick Absence Monitoring Systems, inputting data and conducting back to work interviews with all non-teaching staff. Advise and report to Head Teacher and Governors on Sickness Absence to ensure an efficient work place is maintained.
- To provide leadership and guidance for administrative assistants.
- To oversee the management of supply cover.
- To be responsible for the administration of the recruitment process for all new appointments.
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc and the implementation of these policies in the school.
- To formulate, monitor and implement the school's Health and Safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To co-ordinate, and act as mentor when appropriate, any visiting professionals, volunteers, or pupils from other schools on work experience.
- To ensure the highest degree of welcome for school users visiting or telephoning school.
- To act as the school's Health and Safety Co-ordinator.
- To co-ordinate an efficient computerised system for end of year report writing to parents.
- To conduct an efficient system for termly parent consultation meetings and consult with parents as to how this system can be improved for them.

4. Buildings and Premises:

- To co-ordinate and liaise with the Site Manager on all matters relating to Health & Safety, property, premises, maintenance and cleaning
- To liaise with outside contractors and ensure health and Safety standards are maintained and risk assessments completed where necessary eg asbestos
- To deputise for the Head Teacher at property meetings.
- Develop an efficient system for completion and review of all risk assessments whether termly, annually or when need arises.
- To prepare maintenance requests for repairs, faults and failures and contact the Facility Management Service Providers Helpdesk.

5. Whole School Administration:

- To manage the administrative function including the administrative ICT facilities (eg license maintenance, servicing contract, guarantees), school reception, reprographics, records and telephones.
- 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. Acting as System Manager for the administrative computer network.
- To provide for the preparation and production of all school records and publications.
- To maintain pupil records including when appropriate the assessment process.

- To act as correspondent with the DFE and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To conduct duty rotas and timetables.
- To administer all admission arrangements.
- To monitor and report on attendance, including the overseeing of attendance of all pupils, collection and monitoring of data and liaison with the Educational Welfare Officer on attendance issues.
- To co-ordinate medical and first-aid procedures and staffing.
- To oversee the policy review cycle and ensure all policies formulated by the Head Teacher, staff, LA and governors are updated, well presented and available in electronic and paper formats.
- To be responsible for co-ordinating all off-site visits and accompanying administration (eg booking transport, maintaining risk-assessment records). To be the named Educational Visits officer and use EVOLVE to input information to the LA.
- To develop and maintain an effective computerised diary system.
- To minute meetings when requested.
- To liaise with all outside agencies relating to the welfare of pupils.
- To carry out short term induction for supply teachers on their arrival ie fire safety, child protection etc.

6. Marketing:

- To promote the school to different audiences and secure a high profile of the school in the local community.
- To liaise with local businesses for fund raising and joint projects that will benefit the children at the school.
- To be responsible for creating and publishing the school prospectus through consultation.
- To issue letting agreements and licenses to users of the school premises and maintain these agreements with them.
- To update and manage the school website.

Salary Scale: Grade H

Salary:

An annual review of this job description and allocation of particular responsibilities will take place as part of the Staff Appraisal Review process.

Job description discussed and agreed upon by:

Employee: Signed: Date:

Line Manager: Signed: Date: