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| Directorate: | Children’s Services | **School**: | Mesne Lea Primary School |
| **Job details** |  |
| **Job title:** | School Business Manager |
| **Grade:** | 3C - point 26-29 |
| **Location of work:** | Mesne Lea Primary School |
| **Directly responsible to:** | Head teacher |
| **Hours of duty:** | 36 hours per week TTO + 5 days |
| **Primary purpose of the job:** | To organise, maintain and monitor the School’s financial and personnel systems and to manage office functions to ensure an effective service to the School. To line manage administrative and ancillary staff, including commissioning and delegation of relevant activities. To be an active member of the School’s leadership and management team. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Purpose and Objectives of Post**to ensure the efficient running of the school both strategically and operationally :-* To manage the financial and budgetary processes to ensure that the school derives maximum benefit from its budget and has systems which evidence accountability, best practice and Value for Money.
* To oversee the development, implementation, monitoring and supervision of the whole school administrative function.
* To develop and manage the Administration Assistant and to create a high performing team which is responsible for, and anticipates the needs of the school and provides timely and effective support to staff, parents and other relevant stakeholders.
* To actively model and promote the values and ethos of the school.
* To monitor services provided to the school including all SLAs ensuring effective services are provided internally and externally.
* To provide leadership and guidance to support staff including direct line management responsibility for support staff including the Administration Assistant.
* To support Head teacher in Human Resource processes for all school staff.
* To develop the corporate image of the school.
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| **Main Duties/Responsibilities** |
| **Finance and Business*** Implement the financial decisions of the Head teacher, SLT and Governing Body.
* To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
* Plan and monitor all financial activities of the school including the Delegated School Budget and Standards Fund, School Fund or Grants.
* Monitoring the monthly expenditure and advising the Head Teacher / Finance Committee of possible under / over spending whilst providing options for varying expenditure.
* Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
* Preparation of work specifications for tender and assisting with the selection of contractors.
* Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School’s computerised accounting systems.
* Ensuring the proper collection, reconciliation and banking of any monies received by the School
* Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
* Managing procurement and being responsible for securing relevant sponsorship.
* Maintaining an assets register and inventory.
* 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.
* To support the Headteacher and SENCO with the SEN Funding Mapping Tool
* To support the Headteacher with the correct recording and coordination of Pupil Premium
* Following consultations with the Head teacher, Governing Body and SLT prepare and monitor the school budget, and manage income and expenditure in line with LA procedures and deadlines.
* Attend relevant meetings of the Governing Body and present any relevant reports and liaise with relevant members of the Governing body as required.
* Lead the school’s income-generation activities.
* Be responsible for the financial management of any new major capital works and manage the DFC procedures
* Ensure that the school meets all statutory and legal requirements concerning information and financial management, and liaise with auditors and other external organisations/agencies.
* To oversee all school accounting procedures in line with Financial Regulations including: ordering, processing and payment of goods and services provided to the school; the operation of all bank accounts; ensuring that full reconciliation is undertaken at least once per month; asset register is updated; ordering, processing and payment of goods and services provided to the school;
* preparation of invoices and collection of fees and other dues;
* Ensuring that an accurate and current staffing establishment schedule is maintained and used for budget purposes checking for any anomalies on a monthly basis.
* Liaise with and provide information for auditors as necessary and implement any recommendations.
* To support the Headteacher with all admissions, collect paperwork and evidence and apply criteria as appropriate and liaise with the LA Admissions Team
* To liaise with the school’s accountant at the Local Authority on a regular basis.
* To ensure timely and accurate responses to all forms of correspondence/information and requests including obtaining the licenses, insurances, and permissions.
* To take a lead role in marketing and promoting the school in conjunction with the Head teacher.
* To manage all of the school’s service level agreements.
* Overseeing the smooth and efficient running of the reception area.
* Liaise with and seek information from other schools and LAs regarding pupil admissions and transfers.
* Establish and maintain pupil records and general stakeholder data using SIMS software.
* Ensure that accurate and appropriate records are kept concerning teaching and welfare staff including timesheets and absence recording.
* Schedule responses required by the LA and DfE, ensuring that requests are properly allocated and deadlines met.
* To assist in the liaison between the school, parents and outside agencies such as Social Services, School Nurses etc.
* To provide and supervise pupil related duties e.g. school meals money, free school meals records, school milk, school fund account, monitor access through main school entrance and ensure visitors are signed in with school ID badges and ensure DBS details are recorded.
* Complete and submit SRVS to the Local Authority on an annual basis.
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| **Systems Management*** Manage, develop and implement the SIMS and other computerised systems.
* To produce and submit termly census returns to the Local Authority or DFE.
* 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 and accounting record system. Acting as system manager for the administrative computer network.
* To develop record/information systems which monitor and analyse issues relating to building and facility management.
* To maintain, coordinate and do monthly reports of online money received on Parentpay and reconcile each month on FMS.
* To maintain the school communications and keep updated the online text service for parents
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| **Human Resource Management*** To support Head teacher in the HR processes for all school staff including new appointments.
* To complete all paperwork for HR and keep records of all staff employed by the school.
* To ensure, where required, the completion and submission of staff related forms and the safe retention of such.
* To be responsible for the completion of all new starter paperwork and other documents relating to staff employment.
* Maintain and update personnel database.
* To liaise with the Head Teacher on personnel issues.
* Completing and submitting monthly timesheets for staff and supply teachers.
* To be responsible for school personnel administration.
* Manage support staff including school administration assistants. This is to include recruitment, appointments, and development in order to establish and maintain high-performing teams who understand their roles and the contribution they make to the overall effectiveness and success of the school.
* To liaise with external organisations to ensure that appropriate clearance for new staff is received –medical checks, child protection, and that a single central record for safeguarding is in place
* To be responsible for the maintenance of confidential staff records.
* To produce work force census returns for DFE
* To be responsible for ensuring that payroll return is completed and returned in a timely manner.
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| **Estate Management and Health and Safety*** To produce monthly reports for the Governing body regarding Health and Safety and Premises
* To oversee the letting of the school premises to outside organisations and School staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community
* To implement risk management and loss prevention strategies in the school to reduce insurance costs.
* To co-ordinate the maintenance of the School site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
* To organise contractors visits to ensure all legal requirements are met, eg fire alarm and equipment, PAT testing, Legionella inspections, AHU & HRU units
* To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely
* To organise the upkeep of playing fields, gardens, all weather surfaces, and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
* To co-ordinate purchase, repair and maintain all furniture and fittings.
* Develop work specifications and manage service contracts.
* Be responsible for the management of Health & Safety within the School.
* Review or re assess all Risk Assessments for fire, security, workplace and pupil activities
* To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including Compulsory, Competitive tendering, except to do with building work.
* To ensure that the best use is made of personnel and to be responsible for their allocation of hours and pay claims.
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| **Administration*** To manage the administrative function including the administrative ICT facilities, 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, including desktop publishing.
* To provide for the preparation and production of all school records and publications.
* To maintain Pupil Records.
* To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
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| **Safeguarding Responsibilities all Staff*** The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
* To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To maintain the School DBS (Disclosure and Barring Service –) Register and ensure all staff, visitors and other agencies have current DBS.
* To support the protocols and systems that are in place to address the needs of children with special educational needs and ‘children in need’ as defined by the Children Act.
* To ensure child protection procedures and processes are followed across the school.
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| **General*** 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 difference and ensure equal opportunities for all
* Contribute to the overall ethos / work aims of the School
* Establish constructive relationships and communicate with other agencies / professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.
* To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.
* To undertake any other such duties that are reasonably commensurate with the level of this post
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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: July 2019

**Prepared/revised by: Julie Finlay (Head teacher)**

**Agreed job description signed by holder:**