**JOB DESCRIPTION**

**BUSINESS MANAGER**

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| **Post** | SCHOOL BUSINESS MANAGER   |
| **Purpose** | 1. To assist the Head teacher in the general organisation, management and administration of the school.
2. To play an important strategic role in implementing ‘value for money’ and ‘best value’; and planning the future needs of the school, by developing business-like work practices.
3. To take responsibility for the management and administration of the school’s finances under the direction of the Head teacher.
4. To manage the school premises, developments, maintenance and health and safety issues, in line with the terms of reference of the governors Finance and General Purposes committee.
5. To be responsible and line manage members of the school non-teaching staff, to ensure high quality day-to-day support services.
6. To be a member of the Senior Management Team that will be responsible for policy information, strategic management and service development across the school.
7. To manage Human Resources issues, including admissions and staff contracts under the direction of the Head teacher.
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| **Line Manager** | The Head teacher |
| **To line manage:-** | Site Manager, cleaners, Midday and other Office staff |
| **Status** | Permanent Contract - 36 Hours Term time only + 1 week |
| **Main Tasks and duties.** | **Strategy**1. Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
2. Produce timely and fully costed proposals and ensure they are sustainable (e.g. through three-year budgets).
3. Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends.
4. Manage the disciplines of finance, human resources management, ICT, estate management and whole school administration.
5. Negotiate/advise Head teacher, manage and monitor contracts, tenders and agreements ensuring ‘best value’ at all times.
6. Be responsible for the school’s Business Plan and ensure the Plan supports the development of the school. Advise the Head teacher and senior staff on costings for the School Development Plan.
7. Plan and manage change in accordance with the school development/ strategic plan.
8. Attend Leadership and Governing Body meetings as appropriate and necessary.

**Financial Management**1. Evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget for school activity.
2. Obtain agreement of budgets and monitor accounts against budgets. (Support other Budget Holders with information and data in line with the school agreed Internal Protocols).
3. Prepare regular management accounts for budget holders and report on the financial state of the school (including monitoring of Income and expenditure against the annual budget) to the Head teacher and governors.
4. Advise the Head teacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan for the future development of the school.
5. Ensure compliance/working towards compliance with the Financial Management Standard in Schools (e.g. SFVS - School Scheme Financial Delegation, Internal Protocols of routines and systems etc.)
6. Use financial management information especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly.
7. Manage the school accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review.
8. Monitor all accounting procedures and resolve any problems, including:
	1. Ordering, processing and payment for all goods and services.
	2. Operation of all bank accounts (ensure monthly full reconciliation, including a check on receipts).
	3. Maintaining an assets register.
	4. Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
9. Manage the school cheque book account and the petty cash account.
10. Manage any voluntary funds.
11. Prepare the final accounts and liaise with the auditors.
12. Provide detailed management accounts for the governors and Head teacher according to an agreed schedule, reporting immediately any exceptional problems.
13. Prepare all financial returns for the LA, DfES and other central and local government agencies within statutory deadlines (to be checked by the Head teacher before being sent).
14. In conjunction with LA service level agreement deal with the schools rating assessment and VAT liabilities, and advise on the financial implications of charitable status with the respect to the current and any future tax legislation.
15. Maximise income generation within the ethos of the school and ensure best value principals are adopted e.g. in extended school activities.
16. Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations.
17. Manage contract services e.g. LA Buy Back service agreements, alarms, grounds maintenance.
18. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services including either directly or indirectly the school’s energy supply. (Arrange for monthly meter readings and records).
19. Seek professional advice on insurance and advise the governors and Head teacher on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.
20. Develop the lettings and charging policy for the school.

**Human Resources** 1. Responsible for general personnel matters including employment and recruitment paperwork, clearance for new staff (medical checks, child protection) and issuing contracts of employment.
2. Oversee all staff contracts and coordinate the administration of all staff recruitment.
3. Advise the Head teacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
4. Attend employment tribunals if necessary.
5. Maintain confidential staff records and ensure staff records held in school by others are kept confidential.
6. Provide leadership and guidance for administrative and clerical financial, welfare assistants and site manager.
7. Provide advice on employment law issues utilising LA Human Resources service level agreements.
8. Advice governors on the policy needed to comply with legislation concerning employment protection, equal opportunities, gender discrimination etc and the implementation of these policies in school.
9. Formulate, monitor and implement the school’s safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
10. To participate as team leader/ reviewer in the effective implementation of the school’s Performance Management Policy.
11. To support the Head teacher in the administration of the Child Protection Policy across the school, to secure the safety and welfare of all students.
12. Keep up to date with national and local guidance, and the law on human resource issues, to be able to advise the Head teacher and governors.

**Premises Management**1. In conjunction with the Site Manager oversee and manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
2. In conjunction with the Site Manager oversee plan for lighting, heating, domestic hot water, energy conservation etc.
3. In cooperation with the fire service, manage the installation and maintenance of equipment for protection against and escape from fire.
4. Oversee and monitor all school rolling programmes for purchase, maintenance and refurbishment of furniture, fittings and equipment.
5. Know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors, and other users of the school premises and facilities.
6. Ensure compliance with the Local Authority advice regarding Health and Safety Policy and Procedures.
7. Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
8. Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools activities, with particular reference to the local community.
9. In conjunction with the headteacher draw up outline specifications for new buildings, obtaining tenders, planning permission, and liaising with building contractors and the school architect.
10. Know about risk assessment tools and how to use them to establish hazards within the school and the associated risks involved.
11. Implement risk management and loss prevention strategies in the school to reduce insurance costs.
12. Coordinate the School’s Equipment Management (Asset Register), Inventory and Stock Book.

**Administration Management**1. Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
2. Manage the school’s administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system, including desktop publishing.
3. To oversee the school’s Data Protection Officer in managing the records for Photocopying and Music copy.
4. Provide for the preparation and production of all school records and publications.
5. Maintain pupil records including those for the assessment process.
6. Obtain the necessary licences and permissions, and ensure their relevance and timeliness.
7. Advise the Head teacher and governors on the need for admissions and appeals policy.
8. Participate in the full Governing Body and appropriate Committee meetings when required.
9. In consultation with key personnel, construct the school calendar/forward planner for the year and, in the long term, ensure operation of the school’s staff cover.
10. Carry out secretarial and other administrative/clerical work as required by the headteacher.
11. Receive appropriate training, as applicable, for all duties that are required within this job description.
12. To receive new staff induction training in line with the school’s policy if appropriate.
13. Liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required.
14. Be aware of child protection issues and the need for confidentiality and to identify to the class teacher and/or the named child protection colleague in school, concerns in respect of individual children.

Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher.You are appointed to work:- 36 hours per week, Term Time Only + 1 week |

**PERSON SPECIFICATION**

**SCHOOL BUSINESS MANAGER**

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| **Attributes** | **Essential** | **Desirable** |
| Education/ Qualification | Educated to GCSE level with Maths and English at Grades A\*-C or equivalent | Educated to A level standardAAT NVQ Level 3CSBM / DSBMEvidence of continued professional study |
| Experience | Previous recent experience of working in finance.Previous experience of financial managementExperience of budget planning and monitoring. | Previous experience of working in a school or educational environmentExperience of supervising others |
| Skills/Knowledge/Aptitude | Excellent organisational skillsExcellent interpersonal and communication skillsAbility to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writingAbility to work under pressure and meet deadlinesAbility to work collaboratively with a range of colleaguesAbility to work with autonomy within set boundaries.Ability to manage own workload and supervise othersExperience of computerised systems for financial records and budgetary controlCompetent in accountancy procedures and financial managementAbility to prepare and monitor budgets and financial informationAbility to identify priorities quickly and accurately and to ensure that deadlines are metHigh level of ICT skills with experience of MS Office and finance programsMaintain confidentiality | Knowledge of SIMS and HCSS software |
| Motivation | Willingness to undertake further training/ development opportunitiesWillingness to be flexible | Willingness to participate in school events / wider school life |
| Other | Willingness to attend meetings of Governing Body, as required |  |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc