**DREAM BIG**

*With God all things are possible Matthew 19:26*

**Job Description**

**Role: Primary School Business Manager**

**NJC: 23-28**

**Responsible to: Headteacher**

**1. Role and Responsibilities**

1.1 To support and advise the Headteacher and Governors in understanding, planning, decision making and monitoring of the school’s finances.

1.2 To support the day-to-day running of the school operations.

1.3 To support the Trust in fulfilling its statutory duties, information gathering and timely reporting to Trustees.

1.4 To operate as a member of the School Leadership Team in respect of the business management of the school.

**2. Financial Management**

* 1. Preparation of the school annual budget and to monitor and review financial performance against the approved budget, in liaison with the Head Teacher and CDAT.
  2. To ensure that the school has efficient financial systems in place, to enable the effective management of all aspects of the school’s finances (including the School Fund) ensuring compliance with Financial Regulations and to use the appropriate modules of that system to carry out the finance related duties of the post.
  3. To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required; and that goods and services are ordered, received and paid for in accordance with the School’s Financial Procedures.
  4. To comply with all audit requirements as necessary.
  5. To liaise with the school’s payroll provider as necessary, ensuring that starters; leavers; other changes are duly notified to enable the timely and accurate processing of staff salaries, pensions and PAYE etc.
  6. To analyse monthly payroll against budget and identify/resolve variances.
  7. To seek suitable opportunities for additional funding and to exploit those opportunities through the submission of grant applications and bids.
  8. To deal with all external agencies that deliver services to the school and to deal with all aspects of tendering
  9. To manage and monitor electronic income payments and ensure timely payments are received for all school services and provision to avoid accruing debt.
  10. To prepare and present financial reports for Local Governing Body (LGB) meetings and respond to questions raised.
  11. To maintain positive working relationships with CDAT members to ensure the sharing of best practice and exploitation of partnership working in negotiating best value

**3. Administration and Management of Information Systems across the School**

The School Business Manager is responsible for all aspects of administration across the school. Specific responsibilities include;

3.1 To line manage the administrative staff to ensure the efficient and effective running of the school office and its functions.

3.2 To liaise with IT contractors to coordinate planning for the effective provision of ICT resources at the school including hardware, software, the web site, learning platform, reprographics and telephone system.

3.3 To oversee the upkeep and maintenance of appropriate standards on the web-site, including (with the Senior Leadership Team) statutory compliance.

3.4 To ensure all necessary statistical returns to the DfE and any other relevant bodies are carried out.

3.5 To ensure the inventory of equipment is maintained and that processes are in place to add/remove items, involving governors where required.

3.6 To ensure the efficient operation of the information management system including the pupil progress tracking system.

## 4. HR Management

4.1 To be responsible for the administration of personnel matters and for notifying the School’s HR Advisers as appropriate, including appointments, contracts of employment, DBS and medical checks, conditions of service, and discipline and grievance matters, return to work meetings, making recommendations as necessary to the Head Teacher and Governing Body, and to participate in the recruitment of staff.

* 1. To maintain and upkeep staff confidential records.
  2. To ensure that the Single Central Record is kept up to date.
  3. To be responsible for administrative staff, the Site Manager and cleaning staff. To provide effective means to develop skills, effective systems of appointment, induction and performance review and for making recommendations to the Head Teacher on the effective use of support resources.
  4. To manage Staff Attendance and Leave to ensure a continuous service throughout the year. To review attendance, lead on staff attendance meetings and produce relevant reports for Head Teacher and Governing Body.

4.6 To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.

## Site Management

## To be responsible for all aspects of licensing, premises, project and Asset Management.

## To consult with the Head Teacher and the Site Manager, ensuring an appropriate programme of capital improvements, planned maintenance and decoration, and security and cleaning is in place and is being carried out.

## To work with the Head Teacher and building consultants to provide relevant information to secure CIF bids to continuously improve the school environment, buildings and grounds

## To oversee premises related projects, ensuring that all necessary paperwork is completed and permissions granted.

## To liaise with the contracted buildings management organisation and outside contractors as necessary

## To ensure that arrangements are in place for high quality/value for money grounds maintenance service

## In liaison with the Site Manager, ensure that the arrangements are in place in respect of the security of the building and out of hours’/holiday key holding.

## In association with the Head Teacher, to be responsible for the emergency closure policy and the evacuation plan.

## 6. Health & Safety

## 6.1 Together with the Head Teacher, to ensure that Health and Safety policies are kept under review and to ensure (in liaison with the Site Manager and contractor) that all required procedures are in place and observed, including risk assessments and training records.

## To implement any recommendations made following the annual Health & Safety audit.

## To ensure that school medical policies are in place and that the necessary procedures are observed.

## To monitor the Catering Contract and to ensure that catering arrangements are of an acceptable standard and meet food related health & safety requirements.

## In liaison with the Site Manager and other staff as necessary, ensure that all required maintenance checks are carried out at the required intervals.

## In liaison with the Head Teacher and Site Manager, to plan, instigate and maintain records of fire practices and alarm tests

**7. Professional Development**

7.1 To take responsibility for one’s own professional development in order to ensure continuous effectiveness in the role.

7.2 To participate in the performance management arrangements in the school

**8. General Responsibilities**

* 1. To participate in staff training days and other training opportunities as required.
  2. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunities requirements and any other relevant guidelines
  3. To contribute to the Development Plan as necessary
  4. To provide support as necessary to the Head Teacher
  5. To undertake any other duties as agreed from time to time, which are commensurate with the pay scale and conditions of service associated with the post
  6. To support the Christian ethos of the school, demonstrating a commitment to our Christian values when working with children, staff, families, governors, CDAT and all outside agencies.