**Saint Joseph’s R.C. Junior, Infant and Nursery School**

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*Headteacher: Mr. Garry Needle*

**SAINT JOSEPH'S RC JUNIOR, INFANT AND NURSERY SCHOOL**

**JOB DESCRIPTION: SBM**

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| **JOB TITLE:** SchoolBusiness Manager |
| **SCHOOL:** Saint Joseph's RC Junior, Infant and Nursery School, Shaw |
| **POST:** Permanent - term time plus 15 days | **GRADE:** Grade 7 Pt 33-38 New SCP: Pt 28-32 | **HOURS:** Full Time 36 hrs 40 minutes per week |
| **JOB PURPOSE:**1. To be responsible to the Headteacher and play a key role as a Senior Manager of the school.
2. To strategically plan all aspects of financial implications, ensuring the school makes best possible uses of its resources.
3. To be responsible for all the major disciplines of Finance, Personnel Management, Estate Management, Administration, Training and Development of staff and all matters of school management that support but do not involve the teaching function, including the role of managing Health and Safety Policy as delegated by the Headteacher.
4. To be responsible for effective risk management and the management of third party service contracts.
5. To line manage all other administrative/clerical officers, Midday supervisors, Kitchen staff, Child Care Club staff and support in the line management of Teaching Assistants alongside the Head and Deputy Head.
6. To lead the carrying out of and also the delegation of all administrative/clerical duties, including ICT use, word processing, money and statistical collation and greeting visitors/using the telephone.
7. To promote and uphold the ethos, nature and character of the school.
8. Ensure all safeguarding policies and practices are followed and implemented
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| **KEY RESPONSIBILITIES:****Finance**1. To prepare, agree and monitor the school budget providing regular management reports for budget holders, Headteacher and governors.
2. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT/SMT accordingly.
3. To be responsible for the management and monitoring of the schools accounting procedures including:
* The ordering, processing and payment of all goods and services provided to the school
* The operation of all bank accounts, ensuring that full reconciliation is undertaken at least once per month
* Maintaining an assets register
* Preparation of invoices and collection of fees and other dues, seeking legal advice where necessary to recover bad debts
1. To prepare and present the school’s financial accounts and to liaise with auditors to provide detailed management accounts for the Headteacher and governors in accordance with an agreed schedule, reporting immediately on any exceptional problems.
2. To be responsible for the monitoring of payroll services for all school staff, including the processing of timesheets.
3. To prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
4. To maximise income generation within the ethos of the school.
5. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
6. To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
7. To be responsible for seeking professional advice on insurance and advising the Governing Body on the appropriate insurances for the school, implementing the approved insurances and handling any claims that arise.
8. To be responsible for the arrangements for school facilities and line management of: office staff, catering, child care club, midday supervisors, transport, bookings for school facilities and visits and provision of facilities for additional tuition out of school hours.

**Personnel Management**1. To assist the Headteacher in the recruitment, professional development, performance management and training of all staff.
2. To be responsible for ensuring all new staff have appropriate DBS clearance, medical clearance and to ensure contracts of employment are issued.
3. To maintain confidential staff records, compliance with all safeguarding regulations and that all staff records held by others are kept confidential.
4. To provide leadership and guidance for support staff including direct line management responsibility where appropriate for administrative and clerical, teaching assistants, premises and maintenance staff and midday supervisors.
5. To give advice to Governors on assessment of salaries, expenses, sickness and maternity / paternity procedures, redundancy and other matters of dismissal. To seek additional advice from Oldham Council HR services on HR related policies and procedures as required.
6. To maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where appropriate.
7. To arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
8. To formulate, monitor and implement the school safety policy to ensure compliance with the Health and Safety at Work Act and other health and safety legislation.
9. To act as the school’s Health and Safety Co-ordinator and Fire Officer, including conducting risk assessment and taking action to mitigate identified hazards.

**Estate Management**1. To be responsible for the maintenance and security of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the premises. Also for the project management of capital projects to improve the facilities. To report to the Headteacher and Governing Body on all premises related issues.
2. In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To emergency procedures and records are current and timely.
3. To know about the main health & safety issues specific to the school and how they relate to students, staff, visitors and contractors.
4. To develop appropriate management plans and implement risk management and loss prevention strategies in the school to reduce insurance costs.
5. To prepare and maintain the schools Critical Incident Plan
6. To be responsible for 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.
7. To co-ordinate the annual Health and Safety Review working closely with the Headteacher and SLT/SMT to ensure compliance with all Health and Safety legislation and good practice

**Whole School Administration**1. To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
2. To be responsible for the systems and general management of the school’s administrative and financial computer network and the implementation of appropriate Management Information Systems
3. To ensure whole school compliance with FMSiS, Financial Management Standards in Schools or any system that replaces this.
4. To provide for the preparation and production of all school records, reports and publications
5. To be responsible for ensuring all statutory requirements are met in the administration of the school including obtaining the necessary licences and permissions and ensuring their relevance and timeliness
6. To maintain pupil records including when appropriate, statutory assessment processes
7. To act as correspondent to the DfE and to be responsible for records and returns as required
8. To contribute to the strategic leadership and planning of the School Development Plan.
9. To comply with and assist with the development of safeguarding policies & procedures.
10. Provide administrative and organisational support to the Governing Body and its committees

**Marketing**1. To promote the school to different audiences and raise the profile within the local community. Liaise with local businesses for fundraising and joint projects.
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| **STANDARD DUTIES**1. To actively promote the equalities and diversity agenda in the workplace and in service delivery
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To be familiar with customer care, health and safety and child protection policies of the school
8. To participate in self-improvement in performance through workplace development
9. To undertake any additional duties commensurate with the grade of the post requested by the Headteacher or Governors
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| **CONTACTS**Staff, pupils, parents/relatives/carers and other visitors to the school, other education and health care professionals, Governors, suppliers of equipment & services to the school, visitors to the school.  |
| **RELATIONSHIP TO OTHER POSTS IN SCHOOL**Responsible to: HeadteacherResponsible for: Administration and finance team, premises staff, catering staff, child care club staff and other school support staff where appropriate |
| **SPECIAL CONDITIONS**Enhanced DBS Disclosure required |
| PREPARED | 16/6/2021 | G. Needle | Headteacher |

**SAINT JOSEPH'S RC JUNIOR, INFANT AND NURSERY SCHOOL**

**PERSON SPECIFICATION: SBM**

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|  | **Selection Criteria Essential** | **Selection Criteria desirable** | **How Assessed** |
| **Education/ qualifications** | GCSE Maths and English – grade C minimum |  | A |
|  | Diploma in School Business Management (DSBM) or Certificate in School Business Management (or a willingness to work towards) |  | A / I  |
|  | Willingness to obtain basic first aid certificate | First aid certificate | A, I |
|  | Keyboard skills. Word processing skills – minimum RSA2 or equivalent |  | A, I |
| **Experience** | Experience of using computer packages for word processing, spreadsheets, finance, databases and researching information | Experience of using SIMS, FMS, Agresso software packages | A, I |
| Experience of administrating a cheque book school system and reconciling monthly accounts.  |  |  |
| Experienced in all aspects of performance management to promote continuous improvement and value for public money |  | A, I |
| Experience of using SIMS software, computing packages for word processing, spreadsheets, databases and researching information |  | A, I |
| Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures |  | A, I |
| Experience of taking accurate minutes at meetings |  | A, I |
| Experience of undertaking a range of line management activities and motivating a multi-disciplinary team effectively to meet targets and complete work to required standards |  | A, I |
| Experience of producing management and statistical information clearly in a way that can be understood by others |  | A, I |
| Experience of following financial procedures and monitoring budgets in an education setting |  | A, I |
| Experience of contributing to the strategic decision making process of a leadership team |  | A, I |
| **Skills and abilities** | Effective written and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school |  | A, I |
| Ability to deliver polite, courteous and efficient customer service |  | A,I |
| Ability to work effectively and flexibly as part of a school team |  | I |
| Ability to deal sensitively with children and parents. |  | A, I |
| Ability to produce management and statistical information that can be clearly understood |  | A, I |
| Analytical skills to interpret advice/statutes and devise policy/practice in the light of these |  | A, I, T |
| Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide |  | A, I, T |
| Ability to complete tasks to potentially conflicting deadlines, re-prioritising work load as appropriate |  | A, I, T |
| Ability to follow procedures and policies |  | A, I |
| Ability to organise, lead and motivate other staff |  | A, I |
| Ability to work effectively in a team |  | A, I |
| **Knowledge** | Full working knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to schools and children’s education, including Safeguarding and Child Protection |  | A, I |
| Knowledge of main areas of legislation affecting at least one of the following – personnel, estate management, health & safety, building control |  | A, I |
| Knowledge of data protection, dealing with FOI requests and information security and an understanding of why it is important to keep information confidential and secure within the school environment |  | A, I |
| Knowledge of equality and diversity issues within the school environment and an understanding and commitment to provide equal opportunities for all |  | A, I |
| Understanding of change management and supporting staff through periods of change |  | A, I |
| Knowledge and an understanding why safeguarding is important when working with children and young people |  | A, I |
| **Work circumstances** | To be punctual and attend regularly |  | I |
| To work occasionally out of hours to support school functions and attend Governing body meetings |  | I |
| To show a genuine interest for and the participation in, the wider life and dimension of the school. |  | I |
| Undertake any additional duties commensurate with the grade of the post. |  | I |
| To take responsibility for self development and undertake training as required |  | I |

Abbreviations: I = Interview A = Application form