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| Directorate: | Children’s Services | **School**: | Willow Tree Primary School |

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| **Job details** |  |
| **Job title:** | School Business Manager |
| **Grade:** | 3C scp 32-35 |
| **Location of work:** |  |
| **Directly responsible to:** | Headteacher |
| **Directly responsible for:** |  |
| **Hours of duty:** | 36 hours in consultation with the Headteacher term time only + 10 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. |
| **Post ref no:** |  |
| Main duties and responsibilities/accountabilities |
| **LEADERSHIP AND MANAGEMENT*** Take a lead role in promoting and marketing the school
* To actively model and promote the values and ethos of the school.
* To provide leadership and guidance to support staff including direct line management responsibility for support staff including Admin Staff, Premises Staff and Welfare staff.
* To support Head Teacher in Human Resource processes for all school staff.
* Have overall responsibility for managing the SIMS system in school and for the introduction and development of new administrative systems. Responsibility for the effective management of financial systems and administration and ensure compliance with financial regulations changes as and when they occur. Advise the Head Teacher and Governors of financial policy and provide regular statements
* In partnership with the Head Teacher have overall responsibility for the daily management of the school’s delegated budget. Act as a link between the school and the LA accountant in the management of the school’s delegated budget. Plan, monitor and evaluate the annual school budget in consultation with the Head Teacher and School Accountant. Manage expenditure from the school budget and advise the leadership team on spending and present financial information.
* Improve and develop financial statements, forecasts and best value procedures
* Attendance at Finance and Staffing Committee Meetings to provide information as required including annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
* To support the Head teacher to coordinate new income streams which are supportive of the ethos of the school and work with the SLT in co-ordinating their use.
* To manage and advise educational visits co-ordinators in all financial aspects of their trip to ensure all audit requirements are adhered to.

**FINANCE*** 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.
* Monitoring the weekly / 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 Head Teacher with the correct recording and co-ordination 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.
* Lead the school’s income-generation activities.
* Be responsible for the financial management of any new major capital works.
* 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.
* Ensure 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 Nursery and Reception Admissions, collect paperwork and evidence and apply criteria as appropriate and liaise with the LA Admissions Team.
* Liaise with and seek information from other schools and LAs regarding pupil admissions and transfers.
* To liaise with the school’s budget advisor 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.
* Oversee the smooth and efficient running of the reception area.
* Establish and maintain pupil records and general stakeholder data using SIMS software.
* Ensure that accurate and appropriate records are kept concerning teaching, support, premises 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.
* To be proactive in the compilation and submission of the annual SFVS document.

 **HUMAN RESOURCE MANAGEMENT*** To be responsible for the effective operation of payroll systems.
* 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 Admin Staff, Premises Staff and Welfare 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.

**ESTATE MANAGEMENT*** 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 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, pond, 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.
* 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.

**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.

**SAFEGUARDING RESPONSIBILITIES*** The post holder 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 – CRB) 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 |
| 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: 17/04/18

**Prepared/revised by: Mrs R Munro Headteacher**

**Agreed job description signed by holder:**