

## **HIGHER FAILSWORTH PRIMARY SCHOOL**

### **JOB DESCRIPTION**

**JOB TITLE:** School **Business** Manager

**SCHOOL:** Higher Failsworth Primary School

**POST:** Permanent - full time full year (negotiable)

**GRADE:** NJC Grade 6 (Pt 28-33)

**HOURS:** Full Time 36.40 hrs per week

#### **JOB PURPOSE:**

1. To be responsible to the Headteacher and play a key role as a Senior Manager of the school and member of the Senior Leadership Team.
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.
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.

#### **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:
  - o The ordering, processing and payment of all goods and services provided to the school
  - o The operation of all bank accounts, ensuring that full reconciliation is undertaken at least once per month
  - o Maintaining an assets register
  - o Preparation of invoices and collection of fees and other dues, seeking legal advice where necessary to recover bad debts
4. To prepare and present the school's financial accounts to the Headteacher and governors in accordance with an agreed schedule, reporting immediately on any exceptional problems.
5. To prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
6. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
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 including; catering, transport, the school shop, 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 CRB 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 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.

#### **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.
2. In cooperation 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. Emergency procedures and records are current and timely.
3. To coordinate 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 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

#### **STANDARD DUTIES**

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery
2. To be familiar with customer care, health and safety and child protection policies of the school
3. To participate in self-improvement in performance through workplace development
4. To undertake any additional duties commensurate with the grade of the post requested by the Headteacher or Governors

#### **CONTACTS**

Pupils, staff, governors, LA Officers, parents and visitors to the school

#### **RELATIONSHIP TO OTHER POSTS IN SCHOOL**

Responsible to: Headteacher

Responsible for: Administrative staff and other school support staff where appropriate

#### **SPECIAL CONDITIONS**

Enhanced disclosure – enhanced level

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**PERSON SPECIFICATION**

	<b>Selection Criteria - Essential</b>	<b>Selection Criteria - Desirable</b>	<b>How Assessed</b>
<b>Education/ qualifications</b>	GCSE Maths and English – grade C minimum		A
	NVQ level 4 or equivalent in Business Administration or Finance Accounting or HR or equivalent school based experience	Business Management Qualification or Degree/Accountancy Degree/Finance Degree/HR Degree	A
		Willingness to work towards a Certificate/Qualification in School Business Administration (CSBM)	A, I
		Willingness to obtain basic first aid certificate	A
	Keyboard skills. Word processing skills – minimum RSA2 or equivalent		A
<b>Experience</b>	Experience of using computer packages for word processing, spreadsheets, finance, databases and researching information		A, I
	Experience of using SIMS software, computing packages for word processing, spreadsheets, databases and researching information	Experience of using SIMS, RM Integris, FMS, Agresso software packages	A,I
	Experience of following financial procedures and monitoring budgets in an education setting		A
		Experience of line managing and/or supervising other staff	A
<b>Skills and abilities</b>	Ability to deliver polite, courteous and efficient customer service		A, I
	Ability to work effectively and flexibly as part of a school team		A,I
	Ability to deal sensitively with children and parents.		I
	Ability to develop and manage systems		A, I
	Ability to produce management and statistical information that can be clearly understood		A, I
	Ability to use analytical skills and be resourceful to solve varied problems		A, I
	Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide		A, I
	Ability to complete tasks to potentially conflicting deadlines, re-prioritising work load as appropriate		A, I

	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
<b>Knowledge</b>	<p>Have knowledge of key areas of legislation affecting, personnel, estate management and health and safety</p> <p>Knowledge of financial regulations/codes of practice including FMSIS.</p> <p>Willingness to keep up to date with changes in legislation.</p>		A, I
<b>Work circumstances</b>	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