

**STIVICHALL PRIMARY SCHOOL**  
**JOB DESCRIPTION - SCHOOL BUSINESS MANAGER**



<b>Line management responsibility</b>	to: Headteacher for: All Support Staff excluding HLTAs and TAs
<b>Salary grade:</b>	Grade 6 (potential for Grade 7 for a highly experienced SBM subject to adaptation of the job description)
<b>Contract:</b>	Permanent, full time, term time only plus 10 days

**Preamble:**

*'I would be happy to have my own child in any class at any time at Stivichall Primary School.'*

**Introduction**

*'Learning at Stivichall is a passport for life'.*

The School Business Manager's (SBM) key role is to work alongside the Headteacher and governors to make this statement true for every member of staff and governor at Stivichall. This role is primarily to ensure that the school budget and resources, including staffing, are well directed and ensure the best possible outcomes for all pupils at Stivichall School. This job description may be amended following consultation between the Headteacher and the Post Holder.

**Core Purpose**

The School Business Manager is responsible to the Headteacher and plays a strategic role as a member of the Management Team giving strategic vision and leadership to the formation of policy and planning within the school and to all aspects of the Budget/Finance, Data Protection, Premises, Health and Safety and extended school use. In addition to this you will:

- Plan, lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- Be responsible for the school site and its buildings, their maintenance, development and efficient use.
- Act as Data Protection Officer, ensuring compliance with the requirements of the General Data Protection Register (GDPR)
- Be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that requests for information are properly handled.
- Maintain statutory non-curriculum policies in line with current guidance and agreed timeframes.
- Line manage non-teaching support staff (including Lunchtime Supervisors, SSOs and Office staff)

- Work effectively with the school leadership team
- Ensure that the school is fully prepared to meet the OFSTED financial criteria
- Liaise with relevant members of the local authority
- Maintain and promote the positive ethos and core values of the school
- Maintain good order and behaviour amongst pupils, safeguarding their health and safety, in accordance with the school's Behaviour and Child Protection Policies
- Provide a positive, welcoming and friendly face representing the school vision and ethos to the wider school community.

## **Duties and Responsibilities**

### **Strategic Role**

1. Responsibility for the financial aspects of strategic planning including personnel, estate and community ensuring that the school makes the best possible use of available resources.
2. Responsibility for Finance, Personnel Management, Data Management, Estate Management, Administration and Transport and all matters within the management of the school which are supportive of, but do not involve, the teaching function.
3. Responsibility for effective Risk Management, for example, in Health and Safety and in the management of any third party service contracts.

### **Supporting Governors**

1. Attend and report to Governing Body Meetings and the Resource committee.
2. Organise and administer the nomination and elections process for representatives on the Governing Body in liaison with the Clerk to Governors i.e. Parent and Staff representatives.
3. Prepare and cost projects and report to the appropriate sub-committee and prepare bids for additional funds.
4. Oversee the co-ordination and monitoring of the waiting list for school places. Ensuring that all parents are aware of the need to register for a place and inform parents of the necessary procedures for transferring schools, registering for school appeals and applying for Free School Meals.

### **Finance**

1. Working with the Headteacher, contribute to the strategic and long term planning of resource and financial matters within the school:
  - Attend meetings with the School Finance Officer along with the Headteacher.

- Report to the Headteacher (through BCR or Chart of Accounts Review) regarding income and expenditure within given areas of the budget.
  - Advise the Headteacher on financial spending within cost centres.
2. Be responsible for income and expenditure in cost centres) under the guidance/ authorisation of the Headteacher) for aspects within the school particularly Extended Schools provision and premises namely:
    - Cover for teachers
    - Outdoor education
    - Music tuition/ Performing Arts
    - Swimming
    - Repairs and maintenance
    - Utilities and site supplies
    - Building Cleaning and Site Maintenance
    - Environmental Services
    - Communications
    - Insurances
    - Reprographics
    - Charging and Remissions and the collection of monies as detailed in the policy
  3. Advise the Head and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
  4. Maintain all budgets and accounts within the school ensuring that satisfactory records are kept of all monies irrespective of source and that the necessary external audits are carried out. Co-operate, initiate and manage audit procedures and their outcomes as necessary.
  5. Prepare for approval by the Head and Governors the annual estimates of income and expenditure. Obtain agreement of budgets, and to monitor accounts against budgets. Prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
  6. Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Management Team accordingly. Initiate various reviews of financial management within the school relating to such matters as budgetary control, new technologies and service level agreements, ensuring best value at all times.
  7. Be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting regular termly reviews.

8. Monitor all accounting procedures and resolve any problems, including:-
  - The ordering, processing and payment for all goods and services provided to the school.
  - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
  - Maintaining an assets register.
  - Preparation of invoices and collection of fees and other dues, instigating legal action where necessary to recover bad debts.
  - The control and co-ordination of purchasing and servicing arrangements including obtaining quotations, administration of Standards fund monies, Sports funding, FMS6 funding and ensuring best value.
9. Prepare all financial accounts as necessary and to liaise with the auditors. To provide detailed management accounts for the Governors, Head Teacher and Management Team according to an agreed schedule, reporting immediately any exceptional problems.
10. Monitor the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates. Process monthly salary download.
11. Prepare all financial returns for the DfE, Local Authority and other central and local government agencies within statutory deadlines.
12. Maximize income generation within the ethos of the school. Ensure that the school maximizes its income potential through interest rate checks and by initiating bids for external funding.
13. Act as the point of contact with the DfE and other agencies with regard to grant applications, gifts and other donations.
14. Be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
15. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
16. Purchase, either directly or indirectly, the school's energy supplies.
17. 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.

## Premises

1. Be responsible for the:
  - Maintenance of the school site and the buildings e.g. grounds maintenance through regular checks.
  - Preparation of maintenance schedules and the efficient operation of all facilities on the property.
  - The appropriate placing and monitoring of all service level agreements including catering and cleaning.
  - Installations and plant for lighting, heating, domestic hot water etc.
  - Security of the school site.
  - Upkeep of playing fields, gardens, all weather surfaces and land drainage.
  - Maintenance of boundaries.
  - Purchase and repair and maintenance of all furniture and fittings.
  - Letting of the school premises to outside organisations and other school staff.
  - Ensuring that procedures are adhered to for the security of the school site by staff, and other users of the site i.e. after school providers, visiting tutors and private lettings
  - Development of all school facilities for out of school use, with particular reference to the local community.
  - Implementation of risk management and loss prevention strategies in the school to reduce insurance costs.
  - Be ware of insurance facilities for all school equipment and buildings. Arrange for any claims to be made.
2. Monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
3. Co-operation with the Fire Service to be responsible for the installation and maintenance of equipment for protection against and escape from fire.
4. Know about and manage:-
  - Health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
  - Elements of fire safety and the associated risks to the school through the process of risk assessment.
  - Risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
  - Importance of a disaster recovery plan and its place within the management procedures of the school.
5. Draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the Local Authorities Property Department as appropriate.

6. Be responsible for the management and co-ordination of capital projects.
7. Be responsible for the upkeep of playing fields, gardens and land drainage. Ensure maintenance of boundaries, footpaths, roads, car parks and rights of way.
8. Oversee action in relation to the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
9. Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment and maintain the fire risk assessment.
10. Know about risk assessment tools and how to use them to establish hazards within the school and associated risk involved.
11. Be aware of the importance of a disaster recovery plan and its place within the management procedures of the school.
12. Be a main key holder for the school and attend 'call outs' in the absence of the SSO and in the event of a security alert.

### **Personnel**

1. Be responsible for:-
  - Line Management of all non-teaching based support staff including Office Staff, Lunchtime Supervisory Assistants and SSO including performance management and ensuring the premises are clean and well-maintained.
  - Assist the Headteacher and Deputy Headteacher in ensuring the effective operation of a team of lunchtime Supervisory Assistants ensuring arrangements are made for sickness and absence cover, appointments and end of contract and that all documentation is completed.
  - All Human Resources administration matters for all staff across the school, in consultation with the Headteacher and with the support of the Office Manager, including advertising, recruitment, interviewing and induction procedures. Advise Headteacher on said procedures and be aware of the confidentiality of all staff with regard to the Data Protection Act.
  - The preparation of paperwork to HR in relation to pension, contract, medical, child protection and CRB checks for new staff. To give advice to Governors on the choice of external personnel advisors, assessment of salaries, expenses, maternity procedures, redundancy and other matters of dismissal.
  - 'Promoting Health at Work' procedures and implementation reporting to Governors when necessary.

- The maintenance of confidential staff records and to ensure that staff records held in the school by others are kept confidential.
  - All staff contracts and co-ordination of the administration for staff recruitment.
  - The maintenance of staff absence returns, processing weekly timesheets and claims for overtime and expenses.
  - Arranging supply cover where necessary to cover absent staff using in-house staff or external agencies when needed identifying funding within the correct expenditure cost centre.
  - Maintain the sickness and absence insurance claim procedures and ensure the absence recording procedures are correctly applied for all employees across the school.
2. Provide leadership and guidance for support staff, including direct line management responsibility for administration and clerical staff, Site services Officer, Cleaning contractors, and transport team.
  3. Be responsible for the recruitment, professional development, performance management and training of all of the above staff.
  4. Liaise with those agencies providing support services at the school e.g. cleaning and catering.
  5. Be responsible for all staff contracts and co-ordinate the administration for teacher recruitment.
  6. Advise Governors on:-
    - Policies needed to comply with legislation concerning employment protection, equal pay, sex discrimination, data protection and the implementation of these policies in the school.
  7. Attend Employment Tribunals as necessary

### **Health and Safety**

1. Work with the school's Health and Safety advisor to ensure that statutory risk assessments and plans are in place and shared with staff and governors.
2. Formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
3. Make sure a Health & Safety Committee is established and arrange necessary meetings with support from the Governing Body. Monitor health and safety throughout the school and advise the Headteacher on procedures and necessary work.
4. Act as the school's Health and Safety Co-ordinator and Fire Officer.

5. As a member of the Health and Safety Sub-Committee attend meetings and ensure minutes are taken and distributed to all interested parties.
6. Be aware of all fire alarms and their functions. Maintain Fire Drill information and co-ordinate drills within the school.
7. Manage the security access system and be aware of the general security of the school and contact the necessary people for repair as necessary.
8. Make available the school's emergency plan and update as necessary.
9. Ensure that safety of children is paramount by instigating procedures for protection of the taking of photographs, data protection, obtaining necessary papers from courts and solicitors and, where appropriate, social service departments.
10. Co-ordinate and manage the Accident and Incident reporting system and report to Governors as necessary.

#### **General**

1. Manage the administration function including the administrative ICT facilities, school reception, reprographics, records and telephones.
2. Act as System Manager for the administrative computer network.
3. Be responsible for:-
  - Systems and general management of the school's administrative and financial computer network.
  - Implementation of appropriate Management Information Systems and the full computerization of the administration accounting and record system.
  - Maintenance of Pupil Records including when appropriate the Assessment Process.
  - Preparation and production of all school records and publications.
  - Obtaining the necessary licenses and permissions and ensuring their relevance and timelines.
4. Act as school DPO, assisting the data controller with carrying out a data protection impact assessment, with responsibility for:



- Advising staff, managers, and governors in relation to GDPR.
  - Monitoring compliance with the GDPR.
  - Taking a risk-based approach to data protection.
  - Undertaking training relevant to the role and rolling out relevant training to all staff and governors.
  - Undertake Data Protection Impact Assessments.
- Production of key policies and procedures
  - Notifying individuals whose data has been breached and where it is likely to result in a high risk to their rights and freedoms.
5. Act as correspondent for the DfE and to be responsible for the records and returns required.
  6. Provide advice to the Head Teacher, Management Team and Governors on admissions and appeals policy.
  7. Act as Educational Visits Co-ordinator, managing the online data.
  8. Co-ordinate and implement the schools Promoting Health at Work procedures and policy in line with Coventry City Council.
  9. Market the school through the promotion of the school to different audiences and raise its profile within the local community.
  10. Undertake any other relevant duties as deemed appropriate by SLT

The following clause must be included in all Job Descriptions for jobs involving the processing of personal data:

**“Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)”**  
**Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.**