



**EASTERN GREEN JUNIOR SCHOOL
SCHOOL BUSINESS MANAGER JOB DESCRIPTION**

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| Title and Grade of Post | School Business Manager: Permanent, Part-time (32.5 hours 9.30-4.30 daily), Term Time Grade 6 Salary Range: £32654 - £38626 FTE |
| Job purpose | To provide support to the Headteacher, ensuring the provision of an efficient and effective financial and administrative support service within the School |
| Responsible to | Headteacher |
| Duties and responsibilities specific to the post | <p>Leadership and strategy</p> <ul style="list-style-type: none"> • Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development. • Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals. • Lead and support the day-to-day running of the front of house administrative team. • Ensure safeguarding processes and policy are followed by the office at all times. • Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing. <p>Finance</p> <ul style="list-style-type: none"> • In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds. • Submit the budget to the governing body. • Monitor the budget all year round, advising the Headteacher where revisions or changes are needed. • Work with the School Finance Officer to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions. • Comply with financial reporting requirements, complete year-end procedures and submit statutory returns. • Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept. • Alongside office staff, ensure the accurate input of data onto the school accounting system (Bromcom) including placing orders, checking deliveries, entering invoices and arranging payment, reconciling bank statements, sending VAT reports to the local |

authority, running the salary download and any other tasks required.

- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

Human Resources

- Assist the Headteacher in the recruitment and induction of new staff, including advertising, dealing with all interview administration and references, dealing with new starter forms and processes, carrying out DBS checks.
- Ensure that personnel and pay information for staff is updated on Bromcom.
- To be responsible for reporting any changes to contracts, staff leavers, pay progression to payroll.
- Ensure that the Single Central Record is accurately maintained.
- Maintain staff sickness and absence records, reporting to payroll as necessary, carrying out return to work interviews and reporting staff attendance information to the Headteacher and governors.
- Manage and record overtime for part-time staff and report to payroll.

Health and Safety/Premises

- With the Headteacher and premises staff, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in school.
- Organise health and safety training for staff.
- Ensure school security and emergency arrangements are complied with.
- Manage the school's compliance with statutory obligations with regard to premises and equipment.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Be the school's main contact with regard to data protection, working alongside the school's data protection officer, taking responsibility for the monitoring of data protection compliance and advising the school community on data protection issues.

- Manage the school's main email account and alongside the office team deal with incoming telephone calls and visitors, resolving queries, forwarding or filtering calls and emails and communicating with the wider team as appropriate.
- Support the office team by prioritising workloads, delegating tasks, managing deadlines, managing interruptions and maintaining high standards of work.
- Oversee the office team in all tasks in relation to pupil transfers and admissions; ensure all pupil information is correctly recorded on Bromcom.
- Input assessment data for KS2 within statutory timeframes, submit statutory assessment data to the Local Authority, print reports to share results with parents.
- Oversee the production of statutory returns for the pupil census and school workforce census.
- Liaise with supply agencies with regard to supply cover and long term contracts.
- Act as Clerk to the governors' sub-committees, circulating agendas and papers prior to the meetings, attending meetings and taking minutes, circulating minutes. (Meetings take place during the evening, once per half term – time off in lieu or overtime can be claimed in agreement with the Headteacher.) Support any elections within the school for staff and/or parent governor vacancies.
- Source and co-ordinate end of year arrangements and awards for Year 6 pupils.
- Manage school leases, licences and insurance.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

THE PROTECTION OF CHILDREN REGULATIONS APPLY TO THIS POST.

**EASTERN GREEN JUNIOR SCHOOL
SCHOOL BUSINESS MANAGER PERSON SPECIFICATION**

| Area | Description | Essential/ Desirable |
|------------------------------------|--|---------------------------------|
| Qualifications | <ul style="list-style-type: none"> • School Business Manager qualification or willingness to undertake qualification | Essential |
| | <ul style="list-style-type: none"> • Good literacy and numeracy skills to at least GCSE A-C grades or equivalent | Essential |
| Experience | <ul style="list-style-type: none"> • Working in an administrative environment | Essential |
| | <ul style="list-style-type: none"> • Working in a school environment | Desirable |
| | <ul style="list-style-type: none"> • Working within a team environment. | Essential |
| | <ul style="list-style-type: none"> • Working in a busy environment | Essential |
| | <ul style="list-style-type: none"> • Dealing with Finance/Budgets | Essential |
| Knowledge and understanding | <ul style="list-style-type: none"> • Knowledge of Word, Excel, Outlook | Essential |
| | <ul style="list-style-type: none"> • Knowledge of Bromcom | Desirable |
| | <ul style="list-style-type: none"> • Knowledge of safeguarding within schools | Essential |
| | <ul style="list-style-type: none"> • Knowledge of data protection regulations | Essential |
| | <ul style="list-style-type: none"> • Knowledge of financial management | Essential |
| Skills and Abilities | <ul style="list-style-type: none"> • Ability to work collaboratively as part of a team | Essential |
| | <ul style="list-style-type: none"> • Ability to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm and friendly under pressure | Essential |
| | <ul style="list-style-type: none"> • Excellent attention to detail | Essential |
| | <ul style="list-style-type: none"> • Able to communicate effectively with a wide range of people | Essential |
| Personal Qualities | <ul style="list-style-type: none"> • Positive attitude and respectful towards all members of our school community | Essential |
| | <ul style="list-style-type: none"> • Friendly and approachable | Essential |
| | <ul style="list-style-type: none"> • Ability to work in a team | Essential |
| | <ul style="list-style-type: none"> • Good communication skills | Essential |
| | <ul style="list-style-type: none"> • Enthusiastic and highly motivated | Essential |
| | <ul style="list-style-type: none"> • Ability to remain calm under pressure | Essential |
| | <ul style="list-style-type: none"> • Highly organised | Essential |