



## Job Description

<b>Job Title:</b>	School Business Manager	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	022767
<b>Service:</b>	Services for Schools	<b>Grade:</b>	6
<b>Location:</b>	Ravensdale Primary School		

### Job Purpose

As a member of the School's Leadership Team, to ensure the provision of efficient and effective support services throughout the school taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, human resources, site and administration management.

### Duties and Responsibilities:

#### Strategic Role:

1. To contribute to the strategic development of the school through membership of the leadership team.
2. Ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed proposals which are sustainable through 5 year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.
3. Plan and manage change in accordance with the school development/strategic plan.

#### Finance

4. To plan, monitor and review the school budget, ensuring adherence throughout the school to the associated financial procedures including the preparation of final accounts and initiation and management of audit procedures as appropriate
5. Produce regular analysis and reports on the school's budget for the Headteacher and Governing Body, provide advice on financial matters and attend Governing Body meetings as appropriate.
6. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
7. Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group.
8. To be responsible for the school accounting function, including monitoring its efficient operation according to agreed procedures and conducting a quarterly review, the ordering, processing and payment of all goods and services provided to the school, the operation of all accounts, ensuring that a full reconciliation is undertaken at least once per month, maintaining an assets register and the preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

9. Prepare all financial returns for the DFE, LA and other central and local government agencies within statutory guidelines.
10. Maximise income generation within the ethos of the school by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted.
11. Seek professional advice on the appropriate insurances for the school and advise Governors accordingly. Implement approved insurances and handle claims as necessary.

## **Human Resources**

12. To be responsible for general personnel matters including ensuring new staff have DBS clearance, medical clearance and to ensure that contracts of employment are issued. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with our Three Sixty Human Resources Service.
13. To have direct line management responsibility for non-curriculum support staff including Administrative and Clerical staff, Supervisory Assistants and the Site Services Officer including responsibility for their induction, training and development and performance management.
14. To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
15. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
16. To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees
17. Research, co-ordinate and implement the annual Teacher Absence Insurance scheme ensuring 'best value'. Monitor the scheme and ensure all appropriate documentation is completed.
18. To have knowledge of the General Data Protection Regulation and to work alongside the Local Authority Data Protection Officer.

## **Site Management**

19. In conjunction with the Headteacher and Site Services Officer, to be responsible for the maintenance, development and security of the school site and buildings, including the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings.
20. Follow sound practices in estate management and grounds maintenance.
21. Monitor, assess and review contractual obligations for outsourced school services
22. Ensure ancillary services e.g. catering, cleaning etc. are monitored and managed effectively
23. Oversee school lettings to external organisations and the development of extended school activities.
24. To be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs.
25. Monitor and oversee all contracts for services to the school including service level agreements,

negotiating, determining and monitoring contract specifications to ensure best value.

## **Health and Safety**

26. Act as the school's health and safety and fire co-ordinator including responsibility for development, implementation and review of the school's health and safety policy and procedures including fire safety and risk assessments; and the school's disaster and recovery plan.
27. Ensure systems are in place to enable the identification of hazards and risk assessments
28. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
29. 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 ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely

## **Whole School Administration**

30. To manage the administrative function including ICT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.
31. Act as system manager for the ICT network including ensuring the back up of data.
32. Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
33. Responsible for the preparation and production of all school publications, ensuring they reflect the school's ethos and practices.
34. Preparation and production of relevant school policies
35. Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

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 (Data Protection Act 1998) and the General Data Protection Regulation.

**Responsible for:** A range of support staff which may include Administrative and clerical staff, Supervisory and Senior Supervisory Assistants, Site Services staff, technical staff, cleaners, after school staff, Teaching Assistants and Learning Mentors.

**Responsible to:** Head Teacher



## Person Specification

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	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school financial procedures</li> <li>• Knowledge and understanding of budget management and accounting techniques</li> <li>• Knowledge and understanding of premises management and contracts legislation</li> <li>• Knowledge and understanding of HR principles and procedures, and an awareness of employment law.</li> <li>• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to plan and prioritise workload to meet conflicting deadlines</li> <li>• Excellent ICT skills and ability to use a range of ICT packages.</li> <li>• Good negotiation skills in order to negotiate contracts with suppliers</li> <li>• Ability to work independently and act on own initiative.</li> <li>• Ability to cope well with pressure and keep calm in stressful situations.</li> <li>• Ability to communicate effectively with pupils, parents, users and other visitors</li> <li>• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues</li> <li>• Ability to maintain absolute confidentiality and integrity.</li> <li>• Understanding of promoting positive relationships with the wider community</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters</li> <li>• Experience of managing staff</li> <li>• Experience in finance including in the development, management and operation of financial management systems.</li> <li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent</li> <li>• Excellent numeracy and literacy skills</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS check will be required.</li> <li>• Understanding and commitment to equal opportunities.</li> </ul>
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