



# St. Anne's Catholic Primary School

## Job description

### School Business Manager

Full-time. Permanent Job Code L3739D

**Grade: 7 Salary range: £32,798 - £39,571**

#### Introduction

This appointment is with the Governors of the school.

#### Terms, Condition and Salary

- This is a permanent position.
- It is a term time contract plus two additional weeks. These will usually be at the start and the end of the summer break, but there will need to be flexibility dependent upon when Easter falls and how this affects the end of the financial year.
- Terms and conditions are outlined in the burgundy book
- This position is paid at grade 7. The salary range is £32,798 - £39,571 Starting salary will be dependent upon relevant experience.

#### Core Purpose

The post-holder will, by personal example, promote the Catholic ethos and mission of the school, ensuring that it permeates all aspects of the life of the school. As a member of the school's Leadership Team, the School Business Manager will 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, lunchtime supervisory assistants, health and safety and cleaning.

This job description may be amended at any time, following consultation between the Headteacher and the Post-holder. It will be reviewed annually.

#### Duties and Responsibilities

##### Strategic Role:

- To contribute to the strategic development of the school through membership of the leadership team.
- To support the Headteacher and Governors in the management of a comprehensive administrative support service to the school in line with Governing Body policies and the school's distinctive Catholic ethos.
- To take a lead role in policy development
- To take a lead role in the use of new and innovative technologies
- To develop effective and efficient systems for human resources, finance and resources and premises management.

##### Finance

- To plan, monitor and review the school budget (£1 million+) with governors, liaising with the School Finance Officer, 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.
- Produce regular analysis and reports on the school's budget for the Headteacher and Board of Governors, provide advice on financial matters and attend Governor meetings as appropriate.
- Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group.
- To be accountable for the school's accounting function, alongside the school's finance and admin assistant, including monitoring its efficient operation according to agreed procedures and conducting at least an annual 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.
- Prepare financial returns for the DfE, LA and other central and local government agencies within statutory guidelines.



# St. Anne's Catholic Primary School

## Job description

### School Business Manager

- 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.
- Seek professional advice on the appropriate insurances for the school and advise Governors accordingly. Implement approved insurances and handle claims as necessary.
- Prepare Funding applications
- Prepare annual salary statements for staff with the Headteacher
- Oversee the communication with the Diocese regarding our Devolved Formula Capital account

#### Human Resources

- 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 and to ensure appropriate induction takes place, including safeguarding induction.
- To give advice to Governors on salaries, contracts, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with Coventry the school's HR provider. (Birch HR)
- To have direct line management responsibility for non-curriculum support staff including Administrative and Clerical staff, Supervisory Assistants, Site Services Officer, IT Technician and Cleaners including responsibility for organising their induction, training and development and performance management.
- To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
- To administrate overtime sheets, deduction of wages and maintenance of staff records on Resourcelink.
- In conjunction with the Headteacher, to ensure that all support staff posts are correctly graded
- Arranging referrals to Occupational Health as required
- Report all accidents, and near misses, to the Health and safety consultant and act upon advice received
- To manage appraisal being the appraiser for the following teams: Admin staff, SSO, Lunchtime Supervisors

#### Site Management

- 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, health and safety checks and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings.
- Oversee school lettings to external organisations and the development of extended school activities.
- In consultation with the Headteacher 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.
- Monitor and oversee all contracts for services to the school, including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.



# St. Anne's Catholic Primary School

## Job description

### School Business Manager

#### Health and Safety

- Assist the headteacher with the school's health and safety and fire co-ordination, including development, implementation and review of the school's health and safety policy and procedures, fire safety and risk assessments; and the school's disaster and recovery plan.
- In co-operation with the SSO, and H&S consultant, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To work with the headteacher to ensure emergency procedures are current and timely.

#### Whole School Administration

- To manage the administrative function including IT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.
- Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
- In consultation with the Headteacher to have responsibility for the preparation and production of all school publications, ensuring they reflect the school's ethos and practices.
- Any other duties and responsibilities within the range for the salary grade.
- Oversee the preparation and completion of School Workforce Census
- Manage staff training request and evaluation forms
- Minute meetings as required, some evening meetings.

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

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)

**Accountable for:** A range of support staff which include Administrative and Clerical staff, Site Services Officer, IT Technician, Cleaners and Lunchtime Supervisors.

**Accountable to:** Headteacher and the Board of Governors

**Signed:** \_\_\_\_\_ (Postholder) \_\_\_\_\_ (Headteacher)

**Date:**



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#### Person Specification

Attribute	Essential	Desirable	Method of Assessment
<b>Management</b>	<ul style="list-style-type: none"> <li>○ School Business Management including HR</li> <li>○ Line management of a number of employees in diverse roles</li> </ul>		Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Experience of working in an education environment</li> <li>○ Budget planning and projection experience</li> <li>○ DfE and LA regulations relating to school financial regulations and procedures</li> <li>○ DfE and LA regulations relating to non-financial issues</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of Academy conversion</li> </ul>	Application and interview
<b>Practical</b>	<ul style="list-style-type: none"> <li>○ Good organisation and an ability to prioritise</li> <li>○ High level of IT skills</li> <li>○ Ability to co-ordinate budget preparation, budget monitoring and accounts</li> </ul>		Application and interview
<b>Communication</b>	<ul style="list-style-type: none"> <li>○ Excellent written and verbal communication skills</li> </ul>		Application and interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>○ Ability to maintain confidentiality</li> <li>○ Ability to work under pressure</li> <li>○ Diplomatic</li> <li>○ Tactful</li> <li>○ Good negotiation skills</li> <li>○ Ability to work independently and act on own initiative</li> </ul>		Interview
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>○ Experience of working at a strategic level within an educational environment</li> <li>○ Problem solver, strategic thinker and planner</li> <li>○ Ability to contribute to Senior Management regarding financial advice</li> </ul>		Application and interview
<b>Technology/IT Skills</b>	<ul style="list-style-type: none"> <li>○ Excellent IT expertise and skills including the use of Microsoft Office applications.</li> <li>○ Knowledge of school software packages i.e. SIMS</li> </ul>		Application and interview task
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>○ School Business Management Qualification</li> <li>○ Good general education with excellent numeracy and literacy skills</li> <li>○ Training on the Data Protection Act and the Freedom of Information Act</li> </ul>	<ul style="list-style-type: none"> <li>○ Safer recruitment training</li> </ul>	Application
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>○ Coventry LA and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>		Demonstrate knowledge at interview
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>○ An enhanced DBS will be required</li> </ul>		