

Job Description

Job Title: School Business Manager	Job Number: L3739D
Directorate: People	Post Number:
Service: Services for Schools	Grade: 7
Location: John Gulson Primary School	

Job Purpose

To ensure the effective and efficient provision of support services across the School; taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, human resources and administration, and ensuring that the site, premises, and associated services are developed to meet the educational aims, objectives, and changing needs of this predominantly 2 form entry School.

Duties and Responsibilities:

1. To attend Governing Body Finance Committee meetings, no more than 3 times per year providing appropriate information and reports for Governors consideration.

School Finance:

2. To undertake the role of School Finance Officer managing a budget of approx. £2.5million working within the guidelines of Coventry City Council, ensuring the application of procedures as determined by People Finance, liaising with Local Authority Finance Officers and Auditors, and establishing financial control, monitoring and auditing procedures that meet the requirements of the Local Authority and Auditors as well as the Governors and the School.
3. To lead on budget planning and preparation in consultation with the Headteacher, Governors and Leadership Team. Collating and reviewing budget bids from subject leaders, assessing outcomes met, advising staff on budgetary allocations, and prepare plans, explanatory papers and appropriate reports as required.
4. To lead on the implementation of agreed systems and policies, which ensure the effective maintenance and control of all School budgets and accounts, and demonstrate best value.
5. To provide financial management information and advice to the School Governors, Headteacher, Leadership Team, the DfE and appropriate Local Authority and outside agencies as required.
6. To advise on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place.
7. Use financial management information and benchmarking tools to identify areas relative spend, assess trends and advise the Headteacher, School Governors and Leadership Team.
8. To ensure leasing arrangements in place are effectively monitored and managed in accordance with the City Council's guidelines and requirements.

9. To advise and inform the Headteacher, Governors and Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of the School's resources, building and staffing structure.
10. To oversee all financial returns for the DfE, Local Authority and other central and local government agencies within statutory guidelines.
11. To assist in the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the School by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principals are adopted.
12. To lead on ensuring adequate insurances are in place and advise the Headteacher, Governors and Leadership Team accordingly. Implement and manage approved insurances.

Human Resources:

13. Through the supervision of the administrative team, 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 the School's HR Provider.
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. To oversee the administration of sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
16. Advise Governors and the Leadership Team on grades and salaries for all posts, ensuring the provision of appropriate and timely support on HR matters required in connection with all staff.
17. To ensure that the support staff team provide a high quality support service to the School, and are valued as partners to the teaching team.

Site Management:

18. Support the Site Services Officer, to establish and maintain a clean, secure, attractive and purposeful working environment.
19. To be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed and compliant with the appropriate legislation.
20. To prepare and submit capital bids for work to undertaken on the School site.
21. Oversee School lettings to external organisations and the development of extended School activities.
22. 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.
23. 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:

24. To lead on health and safety and its co-ordination across the School, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of School policies and procedures.
25. Through support of the Site Services Officer, and in co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. Support the Site Services Officer to keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
26. To lead on all accident and assault reporting and investigations, liaising with the parents and the Local Authority as necessary.
27. To ensure that the School is compliant with health and safety legislation.

Whole School Administration:

28. To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of related IT systems.
29. Through supervision of the Administrative Team, ensure that the single central record is accurately maintained and reported to Governors.
30. Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority and other outside agencies as required by the Headteacher.
31. 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)

Responsible for: A range of support staff include Administrative and clerical staff
Responsible to: Head Teacher

Date Reviewed: **October 2020**

Person Specification

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	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • Knowledge of school financial procedures • Knowledge of budget management and accounting techniques
Skills and Abilities:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to plan and prioritise workload to meet conflicting deadlines • Ability to analyse and interpret complex information and solve problems • Excellent ICT skills in MS Office, internet, email and financial management packages • Good negotiation skills in order to negotiate contracts with suppliers • Ability to work independently and act on own initiative. • Ability to cope well with pressure and keep calm in stressful situations. • Ability to maintain absolute confidentiality and integrity.
Experience:	<ul style="list-style-type: none"> • Administrative experience in a management capacity, including responsibility for financial and Human Resources matters • Experience of managing staff • Experience in finance including in the development, management and operation of financial management systems. • Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.
Educational:	<ul style="list-style-type: none"> • Certificate in School Business Management or equivalent • Excellent numeracy and literacy skills
-	<ul style="list-style-type: none"> • An enhanced DBS check will be required. • Understanding and commitment to equal opportunities

Date Reviewed: **October 2020**