

# **ST OSBURG'S CATHOLIC PRIMARY SCHOOL**



## **JOB DESCRIPTION**

### **SCHOOL BUSINESS MANAGER**

**Grade: G6 – Permanent, full time, term time only (+ 2 additional weeks)**

**Salary: £27,041 - £32,910 (pro rata)**

**Directorate: - Schools**

#### **Job Purpose:**

- To be responsible to the Head Teacher and be a full member of the Leadership Team
- To give strategic vision and leadership to all aspects of the Budget, Finance, HR, Health & Safety and Premises
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the SLT and Governors and report to Governors
- To be responsible for the school site and its buildings, their maintenance, development and efficient use
- To function as line manager for non-curriculum support staff
- To liaise with other stakeholders including the Diocese, Schools Cluster, LA & other agencies

#### **Financial**

Working with the Head Teacher, the School Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The School Business Manager will be responsible specifically for:

1. To advise the Head & 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.
2. To prepare for approval by the Head and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
3. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the management team accordingly.
4. To 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.

5. To monitor all accounting procedures and resolve any problems, including:
  - The ordering, processing and payments 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 a month
  - Maintaining an assets register
  - Preparation of invoices and collection of fees and other duties instigating legal action where necessary to recover bad debts.
6. To prepare all financial accounts as necessary and to liaise with the auditors. To provide detailed management accounts for Governors, Head Teacher and Management team according to an agreed schedule, reporting immediately any exceptional problems.
7. To 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.
8. To prepare all financial returns for the DfES, Local Authority and other central and local government agencies within statutory deadlines.
9. To maximise income generation within the ethos of the school.
10. To be the point of contact with the DfES and other agencies with regard to grant applications, gifts and other donations.
11. To be responsible for securing bid based competitive funds by effective use of bidding systems and contacts.
12. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
13. To purchase, either directly or indirectly the school's energy supplies
14. To be responsible for the arrangements for school facilities including:
  - Transport
  - Lettings
  - Music tuition
15. To 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.

### **Personnel Management**

The School Business Manager will in partnership with the Head Teacher, provide leadership and guidance for all non-curriculum support staff, including direct line-management responsibility of administrative and clerical support staff and liaison with catering contractors. Specific responsibilities are:

1. To be responsible for:
  - All safeguarding procedures in relation to staff, governors, students and volunteers
  - General personnel matters relating to staff
  - The preparation of paperwork to HR in relation to pension, contract, medical and DBS checks for new staff

- The maintenance of confidential staff records and to ensure that staff records held in the school are kept confidential
  - All staff contracts and co-ordination of the administration for staff recruitment.
2. To provide leadership and guidance for support staff, including direct line management responsibility for Clerical and Administration, Non Curriculum, Technicians and premises & maintenance.
  3. To be responsible, where appropriate, for the recruitment, professional development, appraisal and training of above staff.
  4. To liaise with those agencies providing support services at the school e.g catering
  5. To give advice to Governors on:
    - Salaries and expenses
    - Maternity and sickness procedures
    - Redundancy and other matters of dismissal
    - Policies needed to comply with legislation concerning employment protection, equal pay etc and the implementation of policies in school
  6. To attend employment tribunals as necessary.

### **Premises**

In conjunction with the Head Teacher, the School Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fixtures and fittings of the school.

Specific responsibilities include:

1. To be responsible for:
  - Maintenance of the school site & buildings including periodic inspections
  - Preparation of maintenance schedules and the efficient operation of all the facilities on the property
  - Installations and plant for lighting, heating, water etc
  - Security of site (in conjunction with SSO)
  - Upkeep of playing fields, gardens and land drainage
  - Maintenance of boundaries
  - Purchase, repair and maintenance of all furniture and fittings
  - Letting of school premises
  - Development of all school facilities for out of school use, with particular reference to local community

- Implementation of risk management and loss prevention strategies in the school to reduce insurance costs
- 2. To monitor and implement the school's Health & Safety Policy to comply with the requirements of the Health & Safety at Work Act and other legislation
- 3. In co-operation with the Fire Service to be responsible for the installation and maintenance of equipment for protection against and escape from fire
- 4. To know about:
  - Health & 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. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the Diocese and their choice of Surveyors
- 6. Monitor and oversee the quality of work by on-site contractors.

### **Health & Safety**

In partnership with the Health & Safety co-ordinator at the LA and the Head Teacher, the School Business Manager will advise staff and report to the Governing Body on Health & Safety issues. Specific responsibilities include:

1. Formulate, monitor, implement and review the school's Health & Safety policy including the introduction of all Risk Assessment procedures.
2. In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire.
3. Maintain records of and to initiate regular fire practices and alarm tests.
4. Advise on all Health & Safety matters, including measures in the event of emergencies.
5. Liaise with appropriate City Council Health & Safety Officers providing information and seeking advice as necessary.

### **Administration & Marketing**

The School Business Manager will be responsible for those aspects of admin and management of the school, which do not relate to the teaching, supervision and pastoral care of pupils. Specific responsibilities include:

1. Ensure the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration.
2. Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
3. Act as System Manager for the administrative computer network.
4. Manage SIMS modules giving guidance to other users. Ensure back up of data.
5. To be responsible for all statutory and statistical returns and that they are completed as appropriate.
6. Provide for the preparation and production of school publications.
7. Promote the school and be responsible for improving the school's relations with parents, employers and the local community.
8. Ensure and transmit positive images of the school's ethos and practices.
9. Assist in the design and implementations of strategies for development and change as and when required.
10. In response to the School Development Plan, initiate review of policies and activities within the establishment relating to matters such as staffing, administrative procedures, budgetary control, finance and IT implications.
11. To manage the admin function including the administrative ICT facilities, school reception, reprographics, records and telephones.
12. To provide advice to the Head Teacher, Management Team, and Governors on admissions and appeals policy.
13. To contribute to the promotion of the school to different audiences and raise its profile within the local community.

### **General Duties**

- Lead and advise the Leadership Group on matters relating to financial and administrative management, personnel management, premises management and health & safety.
- As a member of the Leadership Team, contribute to the formation of policy and planning and to be responsible for leading and implementing on assigned matters.
- Attend all governing body meetings and assist the Chairs of sub-committees as required.
- Take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher.
- Provide support as relevant to the Head Teacher/Senior Management Team.
- Accommodate any other reasonable request from the Head Teacher or Governing Body.