



# Grange Farm Primary School

## Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	School Business Manager
Grade / Pay Scale:	6
Line Manager:	Headteacher

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### **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 areas including: financial and budgetary management, human resources, site and administration management.

### **Duties and Responsibilities**

#### **Strategic Role:**

- To contribute to the strategic development of the school through membership of the management team.
- Ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed proposals which are sustainable through 3-year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.

#### **Finance:**

- 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.
- Produce regular analysis and reports on the schools budget for the Headteacher and Governing Body, provide advice on financial matters and attend Governing Body 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 responsible for the school accounting function, 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 all financial returns for the DCFS, LA and other central and local government agencies within statutory guidelines.
- 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.

### **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. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with our HR partner.
- 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.
- To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
- In conjunction with the Headteacher, to ensure that all support staff posts are correctly graded by liaising with the schools HR provider.
- To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
- Research, co-ordinate and implement the annual Teacher Absence Insurance scheme ensuring 'best value'. Monitor the scheme and ensure all appropriate documentation is completed.

### **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 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.
- 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.

### **Health and Safety**

- 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.
- 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:**

- Lead on the roll out of the new management information system (Bromcom) that has been adopted and liaise with the Local Authority to ensure this is a smooth transition.
- To manage the administrative function including ICT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.
- Act as system manager for the ICT network including ensuring the back up of data.
- Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
- Responsible 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.

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:** Non-curriculum support staff including Administrative and clerical staff, Supervisory Assistants and Site Services Officer.

**Responsible to:** Head Teacher

**Date Reviewed:** May 2023

#### Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

#### Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

#### Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

#### Equal Opportunities

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

#### Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.