

Job Description

School Business Manager

Job title:	School Business Manager
School:	Grafton Primary School
Grade:	PO2-4
Line manager:	Headteacher
Hours:	35 hours per week AYR

Purpose of the Job:

To manage the financial and administrative functions in the school, and Extended School Service. To oversee and manage all financial resources and to be a high level administrative resource, advising on personnel issues and procurement, coordinating and monitoring all contracts. To service the Governing Body, as required and manage the other administrative staff and the premises manager.

Duties and responsibilities:

Finance and Procurement

1. To be responsible for maintaining the school's financial systems and procedures in accordance with the Standards for Financial Administration in Schools issued by the local authority.
2. To support the use of the school's I.T. finance systems to keep financial records.
3. To take an overview of the school budget and advise the Headteacher of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions.
4. In conjunction with the Headteacher, to undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors.
5. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.
6. To oversee the compilation of the school equipment inventory.
7. To produce budget monitoring and other financial reports for the governors.
8. To prepare financial data, statistics and income for banking, including School Fund, charity collections, and petty cash and/or maintenance of relevant school web applications.
9. To administer P11D returns, ensuring deadline for returns met.
10. To oversee and support management of the financial data for all Extended Schools Services.
11. To support the preparation of end of year accounts ready for external audit and presentation to governors.
12. To update local finance related policies as required.
13. To act as co-opted, non-voting member of the governors' finance committee, organising and minuting the finance committee meetings and providing information for the committee as necessary.
14. To raise funds for the school, through researching information on grants available and making appropriate applications for securing grants for the school including to the Local Authority.
15. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.
16. To be responsible for the arrangements for school facilities, transport, booking facilities for out of school activities and residential school journeys.
17. To be responsible for the school's inventory of computing and visual equipment ensuring that this is updated annually and the stock book amended accordingly.
18. Monitoring payments of salaries, ensuring returns are completed to deadline.

Human Resources

19. To manage the personnel function in the school.
20. To manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out, including the administration of teacher recruitment.
21. To participate on appropriate interview panels and to coordinate induction for new staff.
22. To support the appraisals of administrative staff, and the Premises Manager.
23. To check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
24. To liaise with relevant agencies/bodies such as TPA on pay and other pay related matters.
25. To inform sickness management, by monitoring sick leave, identify sick management issues and raise with the Headteacher and other appropriate senior staff.
26. To maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
27. To ensure the accurate and timely collation and return of statutory returns; i.e.

Workforce Census

28. To update local personnel related policies as required.
29. To advise staff and Headteacher on specific personnel matters.

Governing Body

30. To organise and service the meetings of the governing body.
31. To support the preparation of agenda where required through liaising with governors and the Headteacher.
32. To ensure that governors receive effective advice on statutory requirements.
33. If required, ensure that a full complement of governors is maintained in accordance with the school's statutory instrument. Instigate and manage election processes as necessary.
34. To maintain Governor files and records of visits.

Information and Communication Technology

35. To manage the school's Administration network and identify enhancements required.
36. To implement all upgrades to the Administration network and ensure backup for data
37. To ensure that all administrative staff are adequately trained in the Financial and administrative ICT software.
38. To be responsible for system security, including setting up of new users, issuing passwords, monitoring of passwords, taking leavers off email and the system and virus protection.
39. To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within Data protection code.

Please note that many of these are currently undertaken by our IT Support Islington IT, however, it remains vital that the SBM has an awareness of these tasks.

Premises

40. To take an overview of Premises Management at the school, supervising the requisition of repairs, obtaining of quotations, liaising with contractors, and in conjunction with the Premises Manager
41. To raise and monitor, in conjunction with the Premises Manager, all annual planned maintenance and safety check contracts.
42. To manage, supervise and develop the letting of school premises, ensuring they are consistent with the values of the school and maintain adequate records of payments received and ensure the maximisation of the lettings income.

General Management

- 43. To be responsible for the efficient and effective functioning of the school administrative function, including the review of procedures and systems, recommendations for change and the implementation of new systems and procedures.
- 44. To answer phone calls and emails at the school office, as well as dealing with parent/carers/visitors who visit the school office for a range of reasons.
- 45. To manage the preparation of statistical returns and other statutory information as required by the Headteacher and/or the Governing Body.
- 46. To participate in Team meetings with senior school staff and other internal and external meetings as required.
- 47. To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade;
- 48. At all times carry out duties with due regard to the school's Health and Safety Policy.

Personal Responsibilities

- 49. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- 50. To promote the safeguarding of children.
- 51. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- 52. To undertake training and professional development as appropriate.
- 53. To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- 54. To ensure that the school's customer care standards are met and adhered to.
- 55. At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification School Business Manager

Job title:	School Business Manager
School:	
Grade:	PO2 - 4
Line manager:	Headteacher
Supervisory responsibility:	Line management supervision of administration and site staff Conduct the performance management of above staff
Hours:	AYR

The essential requirements needed in order to do the job are listed below. Applicants will be short-listed solely on them meeting these requirements.

Education and Experience

- a) Educated to degree level or equivalent
- b) SBM qualification or equivalent experience
- c) Willing to work towards CSBM qualification
- d) Proven experience of finance, human resources or a similar field
- e) To have a knowledge of SIMS FMS6 Access and Arbour
- f) Experience of managing multiple priorities
- g) Experience of project management

Knowledge, Skills and Abilities

- h) Strong organisational, financial, interpersonal and communication skills
- i) Ability to use own initiative to identify issues, problem solve and implement solutions
- j) Ability to interpret information and devise policy or practice
- k) Ability to performance manage others.
- l) Ability to work quickly and efficiently with minimum supervision
- m) Ability to communicate clearly both in writing and orally with a wide range of audiences
- n) Ability to perform efficiently whilst under pressure
- o) Ability to persuade, motivate, negotiate and influence
- p) Ability to relate well to children and adults
- q) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these
- r) Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.
- s) Willingness to attend occasional meetings outside of normal office hours
- t) Willingness to have an enhanced DBS check

Please note that appointment is subject to a DBS Enhanced Disclosure.