

Job Title:	School Business Manager
Post Ref No:	
Directorate:	Children and Young People
Division:	Schools
Grade:	HBC 6
Responsible to:	Headteacher and Governing Body
Responsible for:	Financial, Administrative, Ancillary and Personnel Management

MAIN PURPOSE OF THE JOB:

To organise, maintain and monitor the School's financial and human resources processes; to manage the office functions to ensure an effective service to the School. To line manage administrative and ancillary staff. To be responsible for the management of all disciplines of finance, personnel management, administration, training and development of staff and IT management and health and safety management. To provide support to the Headteacher and Governing Body on aspects of school business management. To ensure that the school makes the best possible uses of its resources, using value for money strategies. To oversee the effective risk management and the management of third party service contracts. To line manage administrative and ancillary staff.

KEY DUTIES AND RESPONSIBILITIES

Leadership, Strategy and Management

1. Contribute to the planning and management of change to meet the School development/strategic plan
2. Report to, the Head teacher and Senior Leadership Team on a regular basis with regard to all school matters - finance, administration, personnel, site management, ancillary arrangements, ICT and Health & Safety
3. Develop annual budget statements, financial statements, forecasts and best value procedures
4. Line Manage administration staff, site maintenance and ancillary staff including assisting in the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for these staff.

Finance

1. To advise the Headteacher and Governing Body on financial policy and procedures, contributing to the development of a business plan (long term financial strategy) for the future development of the school.
2. To play a role in budget planning. To prepare for approval by the Headteacher and Governing Body 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 Governors.

3. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT 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 at least an annual review.
5. Responsible for the all the School's administrative, information technology and financial systems including implementation and review of appropriate Management Information, Accounting and Record Systems, and interrogation and provision as appropriate of quality information and reports and government returns.
6. To monitor all accounting procedures and resolve any problems, including:
 - 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
 - preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
7. Prepare work specifications for tender and assisting with the selection of contractors, sourcing grants and generating income.
8. To be responsible for the monitoring of payroll services for all school staff, including the processing of timesheets.
9. To prepare all financial returns for the Department for Education, Halton Borough Council and other central and local government agencies within statutory deadlines.
10. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
11. To be responsible for the arrangements of the school's facilities including wrap around care, extra-curricular activities.
12. To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for school. Implementing the approved insurances and handling any claims that arise.

Personnel and Staffing

1. To co-ordinate the administration of staff recruitment, ensuring new staff have DBS clearance, medical clearance and all staff have appropriate contracts of employment, issued in a timely manner.
2. Manage, lead and conduct Performance Management for all staff supervised and ensure collation of relevant documentation.
3. To seek additional advice from HBC HR services on HR related policies and procedures as required, eg. Assessment of salaries, sickness and redundancy
4. To maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where

appropriate. E.g. ITrent

5. To arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
6. To contribute to the school's Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.

Property Management

1. Oversee the letting of the school premises to outside organisations and School staff, and for the development of all school facilities for out-of-school use, with particular reference to training.
2. Work alongside the School's Premises Manager to keep appropriate records – school maintenance schedules, fire practice, alarm tests, emergency procedures etc.
3. To work alongside the Premises Manager to ensure the management of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the project management of capital projects to improve the facilities. To report to the Headteacher and Governing Body on all premises related issues
4. To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
5. To work alongside the Premises Manager to arrange for risk assessments and to implement and monitor actions to minimise hazards within the school and report back to the Headteacher.
6. To develop appropriate management plans and implement risk management and loss prevention strategies in the school to reduce insurance costs.
7. To prepare and maintain the schools Critical Incident Plan

Administration

1. Ensure that the Reception of the school is well presented and operates in a effective and positive way for the students and staff of the school and all visitors.
2. To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, diaries and telephones.
3. To be responsible for the implementation, management and evaluation of appropriate management information systems e.g. SIMS and computerised accounting and record systems e.g. Agresso. To act as system manager for the administrative computers.
4. To provide for the preparation and production of all school records and publications.
5. To be responsible for ensuring all statutory requirements are met in the administration of the school, plus obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
6. To comply with and assist with the development of safeguarding policies & procedures. Including SCR and maintenance.
7. Provide administrative and organisational support to the Governing Body and its committees.

General

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach towards Safeguarding and health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.