Bolton Council

Job Description

Job Details	
School Name	
Job Title	School Business Manager
Grade	Grade H
Primary Purpose of Job	To be responsible for the disciplines of Finance, Personnel, Estate Management, Administration and all matters within the management of the school which are supportive to, but not involve, the teaching function.
Responsible to	Head Teacher
Responsible for	Clerical Assistant, Site Manager, School Meals and other Support Staff where appropriate.
Principal Responsibilities	To manage the school expenditure, revenue accounts and capital budgets in accordance with the Local Authority's financial regulations and the terms of the Scheme of Financial Delegation of the School's Governing Body.

Main Duties	
1.	**Finance** Obtain agreement on expenditure with budget holders, monitor accounts and provide regular financial reports as required.
2.	To provide regular reports on the financial state of the school to Governors and the Head Teacher.
3.	To use financial management information, especially benchmarking tools, to identify areas of relative spend and advise accordingly.
4.	To suggest ways of effecting budget efficiency savings.
5.	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.
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 bank accounts, ensuring that a full reconciliation is undertaken at least once per month; maintain an assets register; preparation of invoices and collection of all fees and other dues; liaise with the Local Authority to take legal action where necessary to recover bad debts.
7.	To be responsible for the receipt, balancing and banking of all school meal monies and the weekly balance of school meals registers.
8.	To prepare all financial returns for the DfE, Local Authority and other central and local government agencies within statutory deadlines.
9.	To maximise income generation including writing bids and securing funds for the school.

Main Duties	
10.	To reconcile on a monthly basis all the school's records with those of the Local Authority including salaries and supply cover.
11.	To liaise and provide all information required by the internal auditors and implement any recommendations.
12.	To be responsible for seeking advice on insurance and advising the Governors on appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.
13.	To ensure FSVS (School Financial Value Standards) are achieved and maintained.
14.	**Premises Management** To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
15.	To have oversight of premises support staff, including caretakers and cleaners employed through service level agreement, whilst in school.
16.	To monitor the cleaning and grounds maintenance contracts for the school to ensure efficiency, effectiveness and value for money and prepare any tender documents for renewal or change of contact.
17.	To be responsible for the letting of 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 the local community.
18.	To have day to day responsibility for Health and Safety Management and Risk Assessment and Hazard Identification.
19.	To be aware about the main Health and Safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
20.	To use risk assessment tools to establish hazards within the school and the associated risks involved.
21.	To be responsible for evaluation and preparation of long term development and refurbishment plans to the school premises.
22.	To keep records of and initiate regular fire practices and weekly alarm tests.
23.	**Personnel** Provide leadership and direct line management for clerical staff, site manager and cleaning staff.
24.	To ensure DBS checks are completed correctly and be responsible for ensuring that new staff have DBS, medical clearance and satisfactory references. Liaise with the Local Authority to ensure contracts are issued correctly.
25.	Maintain confidential staff records and the submission of all Personnel returns to the Local Authority.
26.	Arrange supply cover for teachers and support staff as required.
27.	To coordinate the administration of recruitment processes for all staff.
28.	Responsibility for performance management and appraisal of Clerical Assistants, Site Manager, School Meals and other Support Staff.
29.	To ensure that the Single Central Record is completed correctly and maintained effectively.

Main Duties	
30.	**Whole School Administration** To manage the administrative function in school including administrative ICT facilities, school reception, reprographics, records and telephones.
31.	To be responsible for the systems and general management of the school's administrative and financial computer network, including the implementation of appropriate management information systems.
32.	To provide for the preparation and publication of all school records and publications.
33.	To ensure all information, records and data are updated and maintained efficiently and effectively.
34.	**Additional Responsibilities** To comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns as appropriate.
35.	Contribute to the school ethos, aims and the development plan.
36.	Attend and participate in meetings as required.
37.	Participate in training and development activities and performance development as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018

Bolton Council

Person Specification

Job Details	
School Name	
Job Title	School Business Manager
Grade	Grade 8

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to deliver services and systems applicable for effective school management.	Application Form
2.	Ability to deliver value for money initiatives.	Application Form / Interview
3.	Ability to lead teams and individuals.	Application Form / Interview
4.	Ability to strategically influence decision making within the school.	Application Form / Interview
5.	Ability to use a range of ICT packages.	Application Form / Interview
6.	Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form / Interview
7.	Ability to relate well to children and adults	Application Form / Interview
8.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form / Interview
9.	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes	Application Form / Interview
10.	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes.	Application Form / Interview
11.	Excellent numeracy and literacy skills.	Application Form / Interview
12.	Highly developed interpersonal skills including influencing skills.	Interview
13.	**Competencies** Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of managing strategic financial plans.	Application Form / Interview
2.	Experience of managing budgets, financial reporting, procurement and fixed assets.	Application Form / Interview
3.	Experience of managing teams, HR functions and Health and Safety.	Application Form / Interview
4.	Experience of the implementation, development, management and operation of administrative systems.	Application Form / Interview
5.	CSBM / DSBM or NVQ Level 4 Business Degree or equivalent related professional qualification.	Application Form / Certificate
6.	Willingness to participate in relevant training and development opportunities.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	Willingness to constructively challenge the work of self and others to continually improve own team performance.	Application Form / Interview
2.	Ability to work under pressure and meet deadlines.	Application Form / Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	Previous experience of working within a school office environment at a senior level.	Application Form / Interview
2.	Previous experience of statistical returns e.g. DfE and SIMS packages.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Evidence of continuing Professional Development	Application Form / Interview

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.