

# JOB DESCRIPTION

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| **SCHOOL:** | | St Philip’s CE Primary | |
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| **JOB DETAILS:** | |  | |
| **Job Title:** | | School Business Manager | |
| **Grade:** | | 3b | |
| **Directly responsible to:** | | Head teacher | |
| **Directly responsible for:** | | up to 40 staff contracts, and direct responsibility for the site manager and admin team. | |
| **Hours of Duty:** | | 32.5 hours per week (term-time only) | |
| **Primary purpose of the job:** | | | |
| As a key member of the school staff, working both strategically and operationally to ensure the efficient running of the school:   * To give strategic vision and leadership to all aspects of the school budget, finance and premises. * To lead, operate and maintain the financial procedures and systems of the school reporting to the senior leadership team and the governors, and ensuring that all legal and safety requirements are maintained. * To provide strategic leadership, for developing and managing budgets, maximising grant funding, developing and implementing wider strategies, key objectives, systems, processes and procedures relating to finance and best value * To manage HR processes (for all school staff) with and on behalf of the Head teacher. * To develop and manage the admin and clerical staff to create a high performing team which is responsible for the needs of the school and provides timely and effective support that feeds into strategic succession planning for the school * To actively model and promote the values and ethos of the school. * To contribute to the strategic planning, development and monitoring of support services and/or management of support staff as assigned including co-ordination and delegation of relevant activities. * To work alongside the Senior Leadership Team and have direct line management responsibilities for the site officer and the office team. * To ensure that all systems for Health and Safety, IT infrastructure and financial processes are in place, reporting to the Headteacher and Governing Body. | | | |
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| **Main Duties and Responsibilities/Accountabilities:** | | | |
| **FINANCE** | | | |
|  | Working alongside the Head and Governing Body, develop and implement financial decisions, following the financial regulations of the LA’s Scheme of Delegation and OFSTED. | | |
|  | Be responsible for compiling and monitoring the annual budget, the three-year projections and school business plans for school financial management. | | |
|  | Ensure compliance, completion and quality of the Schools Financial Value Standards and report clearly and concisely to the governing board and its delegated committee. | | |
|  | Plan and monitor all financial activities of the school including the Delegated School Budget to ensure compliance with the with LA policy including management and audit reports, the LA scheme of delegation and any other relevant policies. | | |
| **5.** | Following consultations with the Head and Governing Body, prepare and monitor the school budget and manage income and expenditure in line with LA procedures and deadlines to ensure that funding and incomes are maximised; advising the school leadership team of best practice. | | |
| **6.** | Attend relevant meetings of the Governing Body Committee’s Finance/Staffing/premises and present any relevant reports both verbally and in written format. | | |
| **7.** | To prepare and plan for changes in response to national and government funding policies and ensure that school leaders are fully aware of the impact of these changes and potential funding streams. | | |
| **8.** | To work in conjunction with the Headteacher and Chair of the FSP committee, to set and manage the agendas for the Finance, Staffing and Premises Committee. | | |
| **9.** | Work with external agencies to lead and manage any building works, holding external agencies to account | | |
| **10.** | Ensure that the school meets all statutory and legal requirements concerning information and financial management, and liaise with auditors and other external organisations/agencies to ensure secure financial management | | |
| **11.** | Take full responsibility for robust and effective systems that ensures the upkeep of the School Fund Petty Cash system which is regularly audited | | |
| **12.** | Oversee all school accounting procedures in line with Financial Regulations including ordering, processing payments for goods/services provided to the school; the operation of all bank accounts, ensuring full reconciliation is undertaken once per month; preparation of invoices and collection of fees and other dues. | | |
| **13.** | In conjunction with the Headteacher, ensure an accurate current staffing schedule is maintained and used for budget purposes. | | |
| **14.** | To liaise with the school’s budget advisor at the LA on a regular basis, providing additional support and training to key staff responsible for delegated budgets where required. | | |
| **15.** | To ensure timely and accurate responses to all forms of correspondence/information and requests including obtaining the necessary licenses, insurance and permissions. | | |
| **16.** | To negotiate and be responsible for the management of contracts and Service Level Agreements, monitor all insurance policies with a view to cost-effectiveness, ensuring best value for the school. | | |
|  | **SYSTEMS MANAGEMENT, incl. IT and ADMINISTRATION** | | |
| **1.** | Manage, develop and implement the SIMS and other computerised systems to ensure efficient and smooth running of the school. | | |
| **2.** | To be responsible for the systems and general management of the school’s administrative and financial computer network, the implementation of appropriate MIS and the full computerisation of the admin and accounting record system. Acting as System Manager for the administrative computer network. | | |
| **3.** | To liaise with relevant agencies and contacts in relation to all aspects of the management of the school. | | |
| **4.** | In conjunction with the Headteacher, manage the IT Managed Service contract to ensure the IT requirements of all staff and children are efficiently supported on a timely basis. | | |
|  | Working alongsidethe Senior Leadership Team, ensure that the school has a strategy for the use of technology that is aligned to the overall vision and plans for the school – ensuring value for money and promoting positive outcomes for all pupils. | | |
|  | Communicate the strategy and relevant policies for Data Protection across the school, including the use of technology. | | |
|  | Coordinate, in consultation with the Headteacher, all data collection processes to maximise efficiency of the data collected. | | |
|  | Working closely with the Senior Leadership Team and Governors, develop and maintain a disaster recovery strategy to include a detailed plan. | | |
|  | Working closely with the Senior Leadership Team and Governors, contribute to the development of the school’s strategic vision, objectives and policies; including taking responsibility for elements of the school improvement plan. | | |
|  | **HUMAN RESOURCES MANAGEMENT** | | |
| **1.** | To work in conjunction with the Head Teacher to oversee the HR processes for all the school staff. | | |
| **2.** | Lead and manage the admin team, the site and facilities staff in school. Ensure monitoring and regular evaluation of these posts in liaison with the Head Teacher. | | |
| **3.** | To ensure completion of online staff absence system and any other staff related forms required by the DCSF and LA, including the monitoring of staff punctuality | | |
| **4.** | In liaison with the Head Teacher, to oversee and monitor contracts, hours etc of all staff in school and advise the Head Teacher and Senior Leadership Team accordingly. | | |
| **5.** | To have responsibility for ensuring that payroll is completed and returned in a timely manner. | | |
| **6.** | Manage and direct a programme of induction and continuous professional development for administration and facilities staff, in line with the school’s vision and improvement plan. | | |
| **7.** | In liaison with the LA, ensure that there are robust systems for safer recruitment – taking a lead role in the recruitment of administration and facilities staff in school. Support the Senior Leadership Team in the recruitment of teaching personnel. | | |
| **8.** | Ensure that all new employees have been cleared through the necessary pre-employment checks, including DBS and maintaining accurate records, including the Single Central Record. | | |
|  | **HEALTH & SAFETY/BUILDING MAINTENANCE** | | |
| **1.** | To hold the Site Manager to account on any health & safety matters arising, having direct line management responsibility for them and the team | | |
| **2.** | As the line manager for the site Manager, hold regular meetings to ensure that all maintenance checks are carried out on time and any scheduled works are carried out and paperwork is completed correctly. Ensure that all statutory compliance is in place, providing additional advice and guidance in support of the Site Officer. | | |
| **3.** | Work closely with the Senior Leadership Team and Trade Union representatives to ensure the health and safety of everyone on the school premises and grounds. | | |
| **4.** | In conjunction with the Headteacher and the Site Officer, formulate, implement and monitor the Health & Safety Policy. In addition, complete regular checks of the Health and Safety files and relevant documentation to comply with the requirements of the Health and Safety at Work Act and other relevant legislation. | | |
| **5.** | Prepare key information for site projects and the development of long-term initiatives for school, including bids for the LCVAP funding. Work alongside the Headteacher to monitor the impact of these projects on long-term development of the school and report back to the Governing Board. Support with the project management of these developments. | | |
| **6.** | In conjunction with the Headteacher, be responsible for the maintenance of the building and its grounds through the direct line management of the site and facilities staff. | | |
| **7.** | Monitor the maintenance programmes in school and ensure that works are completed by relevant facilities staff or external contractors. Review these maintenance programmes to ensure that work effectively and within budget. | | |
| **8.** | Maintain the asset register and work closely with the Governing Board to ensure that this is regularly audited. | | |
| **9.** | Ensure that there is effective management of security at all times. | | |
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|  | **RESPONSIBILITIES** | | |
| **1.** | Be responsible for strategic planning aspects including financial implications and ensuring that the school makes the best possible use of the resources available. | | |
| **2,** | Take responsibility for all or the majority of the disciplines of Finance, Personnel Management, Administration, all general training and development of staff and all assigned matters within the management of the school which are supportive to, but do not involve the teaching function. | | |
| **3.** | Line management responsibilities where appropriate including recruitment, induction, performance management (appraisal, identification of learning and development needs), mentoring, staff cover and team meetings. | | |
| **4.** | Responsibility for preparing for approval by the Head and Governors the annual estimates of income and expenditure for the general school account and school fund account. To report on the financial state of the school and other accounts to the Governors. | | |
| **5.** | To develop constructive relationships and communicate with other agencies/professionals. | | |
| **6.** | To develop and maintain effective communication across the school. | | |
|  | **Additional school specific responsibilities:**   * Recognise own strengths & areas of expertise and use these to advise and support others * Establish effective working relationships with external bodies as necessary * Undertake and conduct personal development through training and other learning activities including performance management as required. * Ensure compliance with and development of policies and procedures relating to child protection, reporting all concerns to an appropriate person. * To undertake other duties which may arise from time to time as agreed with the Head Teacher. * To work as part of a team to perform front of house duties including being the first point of contact for all enquiries. Promoting a welcoming environment to all visitors and callers. Being clear and polite to customers respecting their diverse needs, maintaining the confidentiality and sensitive nature of all enquiries. Accurately assessing the nature and complexity of customer enquiries analysing requirements, considering options for resolution and deciding on an appropriate action. * To actively direct and assist customers to access services i.e. assistance with buggies/prams where needed and appropriate. * To ensure that the appearance of the entrance area is inviting for visitors ensuring that information/leaflets/displays/notice boards are maintained. * To assist in ensuring effective safety and security arrangements are in operation for staff, customers, equipment and the building. | | |
|  | **SAFEGUARDING** | | |
|  | **The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school concerns in respect of individual children.**  **To be aware and comply with policies and procedures relating to Child Protection, Health & Safety, Security, Confidentiality and Data Protection, reporting any concerns to an appropriate person.**  **To support the protocols and systems that are in place to address the needs of children with SEN and ‘children in need’ as defined by the Children Act.**  **To ensure that child protection procedures and processes are followed across the school.** | | |
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| The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy Policies. | | | |
| To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy. | | | |
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| **Review Arrangements:** | | | |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. | | | |

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| **Date Job Description prepared/revised:** | B Jackson - April 2025 |
| **Prepared by:** | Julia Kinch |
| **Agreed by Postholder** |  |