

Directorate:	Children's Services	School:	Light Oaks Infant School
---------------------	---------------------	----------------	--------------------------

Job details

Job title:	School Business Manager
Grade:	3B SCP 25-28
Location of work:	
Directly responsible to:	Head teacher
Hours of duty:	36 per week TTO

Purpose and Objectives of Post

As a member of the Business Manager in school, work both strategically and operationally to ensure the efficient running of the school:-

- To manage the financial and budgetary processes to ensure that the school derives maximum benefit from its budget and has systems which evidence accountability, best practice and Value for Money.
- To develop and manage the Office Administrator, Site Officer and Welfare staff of the school to create a high performing team which is responsible for, and anticipates the needs of the school and provides timely and effective support.
- To support the Headteacher to coordinate new income streams which are supportive of the ethos of the school and work with the SLT in co-ordinating their use.
- To actively model and promote the values and ethos of the school.
- To oversee the development, implementation, monitoring and supervision of the whole school administrative function.
- To manage adult learning throughout and volunteers within school.
- To monitor services provided to the school including all SLAs ensuring effective services are provided internally and externally.
- To provide leadership and guidance to support staff including direct line management responsibility for support staff including Office Administrator, Site Officer and Welfare staff.
- To manage and advise educational visits co-ordinators in all financial aspect of their trip to ensure all audit requirements are adhered to.
- To support Head teacher in Human Resource processes for all school staff.

Main Duties/Responsibilities

Finance and Business

- Implement the financial decisions of the Head teacher, SLT and Governing Body.
- Ensuring compliance and completion of the Financial Management Standards in Schools accreditation.
- Plan and monitor all financial activities of the school including the Delegated School Budget and Standards Fund, School Fund or Grants.
- To support the Headteacher and SENCO with the SEN Funding Mapping Tool

- To support the Headteacher with the correct recording and coordination of Pupil Premium
- Following consultations with the Head teacher, Governing Body and SLT prepare and monitor the school budget, and manage income and expenditure in line with LA procedures and deadlines.
- Attend relevant meetings of the Governing Body and present any relevant reports
- Lead the school's income-generation activities
- Be responsible for the financial management of any new major capital works.
- 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 oversee all school accounting procedures in line with Financial Regulations including: ordering, processing and payment of goods and services provided to the school; the operation of all bank accounts; ensuring that full reconciliation is undertaken at least once per month; asset register is updated; ordering, processing and payment of goods and services provided to the school;
- preparation of invoices and collection of fees and other dues;
- Ensuring that an accurate and current staffing establishment schedule is maintained and used for budget purposes checking for any anomalies on a monthly basis.
- Liaise with and provide information for auditors as necessary and implement any recommendations.
- To support the Headteacher with all Nursery Admissions, collect paperwork and evidence and apply criteria as appropriate and liaise with the LA Admissions Team
- To support To support the Headteacher with all Reception Admissions, collect paperwork and evidence and apply criteria as appropriate and liaise with the LA Admissions Team
- To liaise with the school's budget adviser at the Local Authority on a regular basis.
- To ensure timely and accurate responses to all forms of correspondence/information and requests including obtaining the licenses, insurances, and permissions.
- To take a lead role in marketing and promoting the school in conjunction with the Head teacher.
- To manage all of the school's service level agreements.
- Overseeing the smooth and efficient running of the reception area.
- Liaise with and seek information from other schools and LAs regarding pupil admissions and transfers.
- Establish and maintain pupil records and general stakeholder data using SIMS software.
- Ensure that accurate and appropriate records are kept concerning teaching and welfare staff including timesheets and absence recording.
- Schedule responses required by the LA and DfE, ensuring that requests are properly allocated and deadlines met.
- To assist in the liaison between the school, parents and outside agencies such as Social Services, School Nurses etc.
- To provide and supervise pupil related duties e.g. school meals money, free school meals records, school milk, school fund account, monitor access through main school entrance and ensure visitors are signed in with school ID badges and ensure DBS details are recorded

Systems Management

- Manage, develop and implement the SIMS and other computerised systems.
- To produce and submit termly plac returns to the DfE.
- To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management information systems and the full computerisation of the administration and accounting record system. Acting as system manager for the administrative computer network.

- To develop record/information systems which monitor and analyse issues relating to building and facility management.
- To maintain, coordinate and do monthly reports of online money received on Parentpay and reconcile each month on FMS. (currently not online, moving to this system)
- To maintain the school communications and keep updated the online text service for parents

Human Resource Management

- To support Head teacher in the HR processes for all school staff.
- To complete all paperwork for HR and keep records of all staff employed by the school.
- Manage support staff including Office Administrator, Site Officer and Welfare Assistants. This is to include recruitment, appointments, and development in order to establish and maintain high-performing teams who understand their roles and the contribution they make to the overall effectiveness and success of the school.
- To offer opportunities to all support staff in relation to access and to training in liaison with Head teacher and within budget constraints.
- To ensure, where required, the completion and submission of staff related forms and the safe retention of such.
- To produce work force census returns for DFE
- To develop and administer the School Website, keeping it up to date
- To be responsible for ensuring that payroll is completed and returned in a timely manner.

Health and Safety

- To advise all staff as appropriate in relation to finance.
- To play a lead role in policies that have SLT involvement where stated.
- To support good practices are followed on H & S in line with our whole school approach.
- In co-operation with the Fire Service. The installation and maintenance of equipment for protection against and escape from fire. To support the Headteacher in keeping records and initiating regular fire practices.

Safeguarding Responsibilities all Staff

- The postholder 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 of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To maintain the School Single Central Record (SCR), DBS (Disclosure and Barring Service – CRB) Register and ensure all staff, visitors and other agencies have current DBS.
- To support the protocols and systems that are in place to address the needs of children with special educational needs and ‘children in need’ as defined by the Children Act.

To ensure child protection procedures and processes are followed across the school

Premises

The School Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Head teacher.

Specific responsibilities include:

- Help compiling, and implementing, a Premises Development Plan including energy conservation;
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.

- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering;
- Advising on measures in the event of emergencies as a whole school approach.
- Appraise projects for the development of the school.
- To be responsible to the Head teacher for the financial aspects of cleaning and other general site services within the premises.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including Compulsory, Competitive tendering, except to do with building work.
- To ensure that the best use is made of personnel and to be responsible for their allocation of hours and pay claims.

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.

Date job description prepared/revised:

Prepared/revised by:

Agreed job description signed by holder: