

Job Description

Directorate:	Children's Services	School:	Primrose Hill Primary School
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Job title:	School Business Manager
Grade:	Grade 3C SCP 28- 31
Location of work:	Primrose Hill Primary School
Directly responsible to:	The Headteacher
Directly responsible for:	Line Management of: Site Manager Administrative Assistant Welfare Staff Breakfast Club and Afterschool Clubs Staff
Hours of duty:	36 hours – TTO plus 5 INSET days
Primary purpose of the job:	Managing the school's finances, administration and resources under the direction of the Head Teacher.
Post ref no:	

Main duties and responsibilities/accountabilities

Finance

- To be a member of the school Leadership Team – to advise/update on financial issues
- To monitor school expenditure and main bank account
- To produce monthly returns, statements of accounts and reconciliation statements
- To liaise with LA with regard all year-end financial processing/procedures
- To provide regular reports on the financial position of the school to Governors and the Head Teacher
- To liaise with the LEA accountant in the management of the school's delegated budget
- To manage all incoming funding streams, other than delegated budget - income and expenditure
- To implement approved insurances and handle insurance claims
- To maintain Schools Financial Value Services standard
- Attend training courses as required
- Financial administration and monitoring of school trips and fund raising events
- Management and Administration of School Fund
- Management and Administration of Breakfast/Afterschool Clubs Funds
- To use financial management information (i.e. benchmarking tools) to identify areas of relative spend and advise accordingly
- To monitor and review budgets continuously to effect efficiency savings.
- To be responsible for the receipt, balancing and banking of all school meal monies and the weekly balance of school meals registers
- To liaise and provide all information required by the LA internal audit and implement any recommendations
- To ensure accurate maintenance of the school Asset/Inventory register and present at Governors meetings
- To review and ensure all service level agreements are fit for purpose to meet school requirements and are within best value spend

SIMS

- All aspects of Pupil Records including Data collection
- Liaise with LA regarding Nursery, Reception & In year Intake
- All Aspects of Personnel Module & staff training records
- Common Transfer File (CTF's) administration
- Issue & maintain Unique Pupil Numbers (UPN's)
- Exclusions
- Year End Procedures
- SENCO Support for SIMs module
- Completion of Termly Census returns – LA/Diocese/DfE
- Attend relevant training courses
- Accurate records relating to pupil free school meals
- Input accurate assessment records for pupils and produce report for HT/Staff/Governors as required
- Produce assessment data returns for school/LA/DfE as required
- Manipulate attendance data, where necessary, to identify trends of absence and make HT/Leadership Team aware of any issues

Administration

- To monitor incoming and out going mail
- To manage the issuing and ordering of goods
- To liaise with suppliers of goods, organising the distribution of goods and the processing of invoices
- To have overall responsibility for office administration, including dealing with visitors and telephone communication when appropriate.
- Coordinate Disadvantaged Subsidy Fund
- Prepare newsletters and letters to parents/carers
- Liaise with outside agencies as required
- Arranging and recording supply cover
- Manage processes surrounding pupil admissions
- School Prospectus – review, updates, production arrangements to ensure professional document
- Line-manage and supervise the school office Clerk/Administrative assistant
- Line-manage and supervise the school Site Manager
- Line-manage and supervise the mid-day welfare staff
- Line-manage and supervise the afterschool and breakfast club staff
- Fully responsible for accident reporting in-house, and online submission for staff, pupils and visitors
- Ensure the diary is up to date
- Provide admin support to Governors, teaching and non teaching staff
- To administer the exclusions process and act as Clerk to the Governors in any instances of pupil exclusion.
- To act as the school's Educational Visits Co-ordinator (EVC) and attend training as required
- To be responsible for the main office computer equipment and systems/all phones/faxes/photocopier
- To ensure all information, records and data are updated and maintained effectively and efficiently
- To assist with school website updates
- To act as Clerk to the Governing Body Sub-Committees, prepare for those meetings all required agendas/paperwork, attend and minute those meetings and produce concise and comprehensive minutes for distribution to Governors and the LA
- To ensure appropriate training/staffing levels for first aid provision in school
- Regularly review and ensure the school Emergency Plan and Continuity Document is relevant – in conjunction with the school governor for health and safety
- To ensure all school systems/data are kept secure and staff are aware of importance of security in these areas.

Personnel/Payroll

- Staffing Returns and other staff records relating to sickness, overtime and admin
- Administration relating to resignations, changes to contracts, reference and job vacancies
- To co-ordinate the administration of recruitment processes for all staff
- To liaise with Head Teacher/LA accountant to ensure all staff salaries are correct
- CRB school authorised person – to ensure all staff are CRB checked with required clearances
- To ensure the Single Central Record is completed correctly and maintained effectively
- To process payroll for staff members in breakfast and afterschool clubs
- To process school contracts of employment for staff members in breakfast and afterschool clubs

- To attend any training courses as required.
- To carry out return to work interviews with welfare staff/site manager/office clerk following any absence.
- On Line sickness reporting and administration of any Employee Services referrals in connection with staff absence. Co-ordination of return to work documentation for the relevant manager following staff absence.

Premises

- Liaise with Site Manager regarding repairs, maintenance & ordering supplies
- Liaise with contractors and obtain estimates using best value principles
- To be responsible for the letting of the school premises to outside organisations /local community
- To be aware of all issues Health and Safety/Risk Assessment/Hazard identification
- To maintain the school Health and Safety calendar and liaise with HT/Site Manager/Governors and staff to ensure all requirements are met
- To liaise with the Health and Safety Auditor as required and ensure any recommendations are met
- To act as a school Fire Warden and attend appropriate training courses
- To liaise with school approved Service Level Agreement provider for Property Management to ensure rolling programme of maintenance is actions - to ensure compliance especially in areas such as asbestos management and legionella water testing etc – to make HT/Governors aware of any issues arising.

Other

- To participate in training and development activities and performance development as required
- Attend and participate in meetings as required
- To assist with the development of school policies as required.
- To comply with all school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and report any concerns as appropriate.
- Contribute to the school ethos, aims and development plan.
- Any other duties as required by the Head Teacher

The post holder 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.

To undertake any other such duties that are reasonably commensurate with the level of this post

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:

Prepared/revised by: