

## Job Description

<b>POST:</b>	School Business Manager
<b>RESPONSIBLE TO:</b>	Headteacher
<b>SALARY:</b>	Grade I - SCP 22 - SCP 25 per annum pro rata
<b>LOCATION:</b>	Heathcote Primary School
<b>WORKING PATTERN:</b>	Term time plus 2 weeks (41 weeks) 37 hours per week
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS
<b>KEY RELATIONSHIPS:</b>	Senior Leadership Team, School Office, Finance Administration, Site manager, Caretakers, Catering Team.
<b>RESPONSIBLE FOR:</b>	Financial Resource management, Administration management, Management Information, Human Resource administration, Facility & Property Management and Health & Safety Management of the School.
<b>MAIN PURPOSE:</b>	The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team.

## Specific responsibilities:

### Leadership and Strategy

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governor meetings in support of the headteacher
- Negotiate and influence strategic decision making within the school's Senior Management
- In the absence of the Headteacher, take delegated responsibility for financial decisions.
- Contribute to the school's development plan and involvement in change management processes.

### Administration management:

- Ensure the effective management of office function and systems.
- Develop and maintain administrative systems, instituting changes as necessary, to deliver outcomes based on school objectives and needs.
- Manage complex administrative procedures and queries/enquiries.
- Produce and respond to complex correspondence.

- Define responsibilities, information for stakeholders in school.
- Train, support and develop school office staff in all aspects of administration systems.
- Prepare information for publication and returns for the trust and other stakeholders.
- Manage the website content

## Finance:

- In line with Community Academies Trusts policies and procedures manage and ensure efficient operation of the schools accounting function accordingly.
- Prepare and evaluate annual estimates and regular reports on income and expenditure.
- Monitor accounts against budgets and report on the financial state of the school to the Headteacher.
- Prepare costings in order that decisions on the composition of the final budget can be made.
- Using Budget Monitoring Software, provide financial management information to and advise the schools senior leadership teams accordingly.
- Using trust Financial Systems, monitor all accounting procedures and resolve any problems, including:
  - ordering, processing and prepare for payment of all goods and services.
  - support the reconciliation of bank accounts.
  - preparation of invoices
  - collection of fees
  - recovery of bad debts.
- Carry out month end and year end tasks in liaison with the Trusts Central Finance Team as well as external auditors.
- Prepare the schools financial reports for the Trust and when required other agencies within statutory deadlines.
- Be point of contact with regard to grant applications, gifts and other donations.
- Responsibility for charge card and reconciliation of the spend.
- Reviewing monthly payroll to ensure timely and accurate payment.

## Resources

- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- Select types of activity or sponsorship which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.
- Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with the Trusts requirements.
- Manage ordering systems including tendering arrangements as necessary.

### **Management information:**

- Manage all data collection and reporting to the Senior Leadership Team
- Take a lead role in developing management information systems and the use of appropriate hardware and software, ensuring their appropriate implementation and maintenance.
- Oversight and management of all data collection and report to the Senior Leadership teams.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available systems.
- Communicate data protection obligations and policies across the school.

### **Health and Safety**

- Support the Headteacher and Site Manager to effectively implement Health and Safety across the school.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is promoted and implemented at all times and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Support the Headteacher and Site Manager to ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
- Complete annual audit of health and safety compliance with Trust Estate
- Act as Schools administrator for Smartlog compliance management system.

### **Premises:**

- Support the Site Manager in liaising with the Trust's Property & Estates Team on major property or structural issues.
- Liaise with outside contractors.
- Along with the Trust's Property & Estates Team, request, evaluate and award tenders for major repairs and maintenance of school premises.
- Liaise with caretaking staff regarding general maintenance & oversee work.
- Have oversight of maintenance budget.
- Responsible for the letting of the school's premises to outside bodies in line with school ethos.
- Responsible for the publicity of the lettings to maximise income.
- Have oversight of budget for cleaning and caretaking staffing costs, including authorising claims for overtime

- Manage site security, site maintenance and the efficient operation of all facilities, including liaison with caretaking staff.
- Oversight and management of purchase, repair and maintenance of furniture and fittings - Site Manager has overview of this as above the site manager can do this, but this role should have oversight or management of this.
- Monitor, assess and review contractual obligations for outsourced school services.

### **Human Resources:**

- Responsible for the management of office support staff including recruitment, induction, training, performance management, and welfare.
- Responsible for the administration processes related to the recruitment and appointment of all staff.
- Oversee and operate, where necessary, the HR and Payroll system and school Management Information System (e.g. iTrent and SIMS), to produce reports and analysis
- Manage the payroll activities for all school staff.
- Ensure school staff have a clear understanding of the HR policies and how to implement them.
- Liaise with the Trusts Central Human Resources Department on complex staffing matters.
- Be the first point of contact for staff regarding HR queries.
- Responsible for authorising contracts, processing authorised overtime claims.

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>NVQ level 4 in business management or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge &amp; experience in a relevant discipline</li> <li>A minimum of 5 GCSEs (or equivalent) including English and maths at grade A-C as essential.</li> </ul>	Level 3 in Health and Safety
Experience, Skills and knowledge	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of office administration at a senior/supervisory level</li> <li>Experience of staff management including leading and sustaining productive working relationships and the provision of quality service</li> <li>Financial administration experience</li> <li>Experience of preparing a wide range of statistical information in a variety of formats.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of specialist ICT packages, e.g. SIMS, Budget Monitoring Software</li> <li>Premises and grounds maintenance</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Has excellent communication skills, written and verbal and is able to develop and maintain good relationships with colleagues</li> <li>Negotiate effectively through highly developed interpersonal, written, oral and presentation skills.</li> <li>Be ICT literate and able to use the internet, operate Microsoft or similar office packages, produce analyses, use email etc.</li> <li>Ability to lead and support a team.</li> <li>Evidence of successful income generation activities across a range of income generation streams.</li> <li>Evidence of leading a high performing team</li> <li>Collaboration skills and evidence of sharing best practice.</li> </ul>	Experience of working in a school environment

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work in an organised, consistent and methodical way and have excellent administration and coordination skills.</li> <li>• Able to show resilience and work to strict deadlines and under pressure.</li> <li>• Ability to work within established procedures but without close supervision, responding to varied problems and developing solutions.</li> <li>• Ability to show initiative and be attentive to detail</li> <li>• Calmness to deal with a range of people.</li> <li>• Hardworking and a positive attitude to change.</li> <li>• Reliable, trustworthy, flexible in their approach and punctual</li> <li>• Commitment to own development with a willingness to attend training sessions, meetings and keep up to date with all professional developments.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS Checks</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from CAT ethos.</li> </ul>	

Other duties of an appropriate level and nature may also be required, as directed by the school's senior leadership teams. Please note that the post holder may be required to work outside of normal working hours for activities, meetings and emergencies.

The post holder is required to support and encourage the trust's ethos, and its objectives, policies and procedures as agreed by the Board of Directors, including child protection matters.

**Other:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**