



# JOB DESCRIPTION



- Post:** **School Business Manager**
- Hours of Duty:** 36.25 hours per week (Monday to Friday), for 41 weeks a year (Term time Monday to Friday plus 2 weeks in the school holidays) 8.30am – 4.15pm (1/2 hour lunch break)
- Scale:** HCC equivalent Scale F – £40,643-£45,077 (FTE)  
Actual: £35,940-39,860 (47.06 paid weeks per year)
- Responsible to:** Headteacher
- Responsible for:** Senior Admin Assistant, Caretaker

## **Overall Job Purpose:**

- Work with the Senior Leadership Team providing strategic support to the Headteacher and the Governing Body on all aspects of school business management to ensure that the school meets its educational aims
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's development priorities
- To take responsibility for the management of finance, HR, Health and Safety, GDPR, administration and IT infrastructure
- To ensure that the Governors and the Headteacher are provided with appropriate information to ensure effective financial planning
- To provide professional leadership and management of the office staff and Caretaker, monitoring and evaluating to ensure best quality in every area
- To manage the main round admissions process

## **Specific Responsibilities**

### **Leadership and Strategy**

- Contribute to strategic planning, decision making and development within the school's senior management/leadership team
- Planning and managing change in accordance with the school development/strategic plan
- Support the senior leadership team and attend appropriate governor meetings

### **Finance**

- Responsibility for the effective management of financial administration procedures, including responsibility for compliance with financial regulations

- Responsibility for school financial modelling and planning in line with the agreed school development plans
- Ensuring financial policies and practices (including all aspects of financial planning and management, income generation, audit and control) are regularly reviewed to make best use of the school's financial resources
- Ensuring a long-term financial plan for the school is prepared and maintained in line with school improvement priorities, staffing requirements and projection of pupil numbers
- Advising the senior leadership team and Governors on the development of a business plan and budget, including the long-term financial strategy
- Ensuring that systems and procedures provided by the MAT are effectively implemented to ensure clear lines of financial accountability, provide appropriate checks and balances and minimise the risks of fraud/misuse of funds

#### **Specific tasks will include:**

- Administering the budget and accounting system
- Monitoring, forecasting and controlling income and expenditure
- Checking and reconciling all staff salaries
- Checking, and obtaining correct authorisation for all expenditure
- Managing 3 school bank accounts and 1 Childcare Group bank account
- Completing all financial returns as required by Governors, Headteacher and the MAT
- Preparing annually, with the Headteacher, a three year budget plan for approval by the Governors
- Ensuring that all financial transactions in the school are carried out in accordance with the MAT, DFE and the Academy school financial handbook
- Facilitating audit procedures as requested by the MAT as necessary
- Assist Childcare group trustees in providing information to auditors with the necessary information to prepare the annual Charity Commission return

#### **Resources**

- Ensuring appropriate administration provision within the school to enable the school to operate efficiently and effectively
- Reviewing, develop and implement effective methods to improve administrative systems
- Managing the procurement of external contracts, ensuring best value
- Monitoring all external contracts and ASLAs to ensure effective service delivery

#### **Revenue Generation**

- Identifying additional finance required to fund the school's proposed activities and seek new methods of income generation
- Actively promoting the marketing of the school and its resources to maximise income generation

#### **HR**

- Providing advice to the Headteacher and Governors in relation to workforce planning having regard to the school's strategic objectives
- Taking responsibility for safer recruitment including the management of the Single Central Record and training records

**Specific tasks will include:**

- Responsibility for the full safer recruitment process
- Responsibility for the maintenance of the Single Central Record
- Responsibility for the maintenance of all personnel records and issuing of all staff contracts
- Liaising in school with the Headteacher, staff and MAT regarding all personnel issues
- Ensuring all HR procedures are adhered to in line with MAT policies and employment law
- Being the first point of contact for all staff on pay and contract related issues, liaising with the Payroll company and Trust as necessary
- Ensuring that accurate personnel records, including sickness and other absences, are maintained and recorded on the payroll upload
- Ensuring all payroll uploads are executed in an accurate and timely manner

**Premises**

- Working collaboratively with the caretaker to oversee the schools maintenance and development programmes, managing contractors and tendering
- Working collaboratively with the caretaker to ensure the safe maintenance and security operation of the school premises
- Maintain systems and checks in line with audit requirements
- Ensuring there is a highly effective schedule for inspections which are conducted in line with requirements and reported to the Headteacher and Governors
- Line management of the caretaker

**Health and Safety**

- Responsibility for the implementation, monitoring and review of all school Health and Safety policies including risk assessments
- Ensuring appropriate Health and Safety checks and records are up to date
- Ensuring a safe environment for all
- Undertake COSHH, Legionella and Asbestos training to be able to deputise for the caretaker in the event of absence and to qualify yourself to be able to monitor these processes within school
- Attend internal and Governor H&S meetings

**Administration**

- Update staffing details on Arbor
- Provide data from Arbor for analysis e.g. attendance, ethnicity, vulnerable group reporting

- Be the schools DfE account administrator controlling and granting access to staff to relevant areas of the DfE sign in account
- Be the schools 'The Key' administrator and distribute training as and when required
- Be the schools 'High Speed Training' administrator to distribute and monitor on line training
- Manage the schools main round admissions process providing Governors with accurate information for ranking applications
- Carry out the Senior Admin Assistants daily statutory duties in her absence e.g. dinners, reception duties, answering calls
- Line manage Senior Admin Assistant

### **Committees**

The post holder will be an active/contributory member of the Finance, Health and Safety, Admissions and Childcare Group committees.

The post holder will be responsible for undertaking any other duties requested by the Headteacher, commensurate with the specific responsibilities of the post.