



Asquith Primary School Business Manager Job Description and Person Specification

PURPOSE OF THE JOB:

- The School Business Manager promotes the highest standard of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the schools learning objectives.
- The School Business Manager is responsible for Finance Resource Management/Management Information /Human Resource Management of the School/Administrative School functions to meet current and future operational needs of the school.
- The School Business Manager will provide strategic vision and leadership to all aspects of Budget, Finance, Administration and Premises Management to meet current and future operational needs of the school.
- The School Business Manager will ensure that the school is fully prepared to meet OFSTED financial and safeguarding criteria, including an up to date and compliant Single Central Record.

The School Business Manager, under the overall direction of the Head Teacher, and working alongside other SLT colleagues will:

Contribute to the maintenance of a caring and stimulating environment for pupils.

Establish the policies through which school aims shall be achieved, develop monitoring system for all policies and update SLT of renewals.

Resolve complex and contentious issues to ensure that effective support services are maintained.

To lead and manage office and liaise as the main school main representatives for catering.

In the absence of the Head Teacher/Deputy Head take delegated responsibility for financial and other relevant decisions.

FINANCE:

Manage financial administration procedures and systems, service contracts, lettings and associated income, building and projects, school licenses and insurance ensuring best value.

Advise the Head and governors on investment and financial policy, preparing proposals for particular projects and for the development of a business plan (long term strategy) for the future development of the school.

Provide on-going budgetary information to relevant people on a termly or half termly basis and keep Head teacher up to date with the school's financial position and advise accordingly.

Propose revisions to the budget if necessary, in response to significant or unseen developments

Prepare estimates for the annual school budget.

Prepare, in liaison with the Head Teacher and Finance Committee, the final school budget.

Use the approved budget to actively monitor and control performance to achieve value for money.

Be responsible for the day to day management of the school budget, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting at least an annual review (School Financial Value Standard) and benchmarking activities.

Manage FMS systems and process invoices and BACs payments.

Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.

Take a lead role in procurement

Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

To be responsible for quality assurance within the school's support functions.

Be responsible for the arrangements for school facilities including: i) catering; ii) transport; iii) bookings for school facilities where appropriate.

Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.

Maintain a strategic financial plan that will indicate trends and requirements of the school development plan.

Oversee control systems for receiving and recording income.

Devise, implement and control all school monetary accounts.
Maintain accounts and prepare audits for the Head Teacher, Governors, LA auditors or external auditors and follow up on recommendations.
Monitor all accounting procedures and resolve any problems, including: ordering, processing and payment for all goods and services provided to the school; preparation of invoices and collection of fees and other monies owed.
Operation of all bank accounts, ensuring that a full reconciliation is undertaken each month.
Reconciliation of monthly payroll to budget reporting any variances and ensuring timely management and accurate information is provided to payroll.
Prepare all financial returns for the LA and other central and local government agencies within statutory deadlines.
To determine stock policy including sourcing supplies, negotiating price, volume and quantities necessary to ensure that stock levels and resources are efficiently managed to deliver best value.
Ensure best value assessments are made for all significant purchases of goods and services.
Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.

HUMAN RESOURCE MANAGEMENT:

Manage all personnel administration and administration of the BMS system and other employee records.
Manage all recruitment administration procedures and processes according to safer recruitment guidelines.
Work in partnership with the Head Teacher to oversee all HR policies and procedures (e.g. staff induction, job descriptions, absence procedures, recruitment procedures, appraisal procedures, disciplinary and redundancy procedures, visitor information).
To ensure that school is thoroughly safeguarded through the management and administration of the Single Central Record, DBS checks and KCSIE.
Work in partnership with the Head Teacher to plan for, arrange and report on staff development aspects for all administrative, premises staff.
Lead the administrative staff, allocate duties and prioritise work, monitoring work, induction, training and discipline and welfare matters.
Monitor staff attendance, leave and punctuality and report issues to the Head Teacher and Governing Body as necessary.
Co-ordinate and administer voluntary and work experience placements by liaising with other members of the Senior Leadership Team.
Ensure SIMs personnel is kept accurately and produce the annual School Workforce Census.
Manage the payroll services for all school staff.

ESTATE MANAGEMENT:

Liaise with the site manager to ensure the safe maintenance and security of the school premises. To ensure arrangements are in place with regard to security of the building and out of hours/holiday key holder arrangements.
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HEALTH AND SAFETY:

Working in partnership with the Site Manager and Head Teacher develop, implement and manage effective Health and Safety management systems to ensure the safety of pupils, staff, visitors and other stakeholders.
Responsible for ensuring a safe school environment by managing personal safety and enforcing strict safeguarding, first aid, and fire compliance across the administrative team.
In liaison with the site manager and other relevant staff ensure that all required maintenance checks and health and safety checks are carried out at the required intervals and a record of these is maintained.
Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior team, Governors, NCC and where appropriate the Health and Safety executive.
Assist the Site Manager with the updating of the Emergency Plan, liaising with the Local Authority, Local Emergency Services.
Responsible for the completion and maintenance of recording accidents/violence to staff and RIDDOR reportable incidents

WHOLE SCHOOL ADMINISTRATION:

Plan an active role in the school office when required.

Manage the whole school administrative function and lead appropriate staff, investigating new systems of working where appropriate and advise HT and Governors in the making of informed decisions.

Oversee correspondence.

Assist with the development of school policies and procedures, as appropriate.

Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.

Provide support for the preparation and production of all school records and publications.

Direct and manage the upkeep of pupil records.

Oversee the production of reports and statistical returns to the LA, DFE and Governors including the termly pupil census, attendance, roll returns, LAC, CME returns and pupil performance data.

Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timelines.

Work with the Administrative team to update the school website re dates for the calendar and newsletters

MANAGING INFORMATION SYSTEMS:

Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.

Establish systems to monitor and report on the performance of technology within the school.

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 accounting and record system.

Take a lead role in the development and maintenance of the schools management and information system.

Ensure data is entered on the SIMs database for every pupil and kept updated.

Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.

Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

To adhere to Data Protection and Freedom of Information policies.

ADMISSIONS:

Oversee the enquiries from parents and carers regarding admission to the school.

Ensure that the admin team liaises with the Head Teacher, parents and carers and the LA regarding the offering of places.

Oversee the administration of admissions arrangements.

OTHER RESPONSIBILITIES:

To take responsibility for own professional development in order to ensure continued effectiveness in the role.

Prepare reports for all Governor meetings as required and minute Governor committee meetings

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall ethos/work/aims of the school.

Develop constructive relationships and communicate with other agencies/professionals including the LA and Council.

To undertake any additional responsibilities that may be required commensurate with the grade and nature of the post.

GDPR

Manage GDPR policies, procedures, training and GDPR audits and liaise with the DPO and SIRO

SAFEGUARDING:

To promote and safeguard the welfare of children with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

To report any causes for concern relating to the welfare and safety of children to the designated safeguarding leads.

To attend annual safeguarding training and additional mandatory training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

PERSON SPECIFICATION Business Manager

CRITERIA		
EXPERIENCE/ KNOWLEDGE	Experience of: - Office Administration and organisation - Budgetary and financial systems and financial expertise - Making sound judgements in relation to 'best value' practice - Experience of FMS - Experience of setting up processes - Experience of prioritising own work load and working with limited supervision - Experience of working in a school environment - Supervisory experience - Experience of SIMs - School Business Manager Qualification or equivalent (Or willingness to work towards this, if not already held) - Human Resource management - Health and safety awareness - GDPR experience - A broad understanding of the legal/regulatory environment in schools Educated to:- - Minimum of A level standard/NVQ level 3 or equivalent - School Business Manager Qualification or equivalent (Or willingness to work towards this, if not already held) - GCSE or equivalent in Maths and English language	E D E D D E D D D E D D D D D E E
TECHNICAL/ JOB RELATED SKILLS	- ICT Literate – good, sound knowledge and ability to use software packages e.g. Excel, Word, Publisher, Powerpoint, Databases. - Accurate, speedy keyboard skills. - Effective organisational skills. - Excellent oral and written skills. - Prepare and write reports. - Ability to lead and motivate staff. - High expectations of self and others. - Willingness to constructively challenge the work of self and others to continually improve own and team performance. - Be forward thinking and adaptive to change - On occasions to handle difficult/sensitive situations without supervision. - The ability to work in a way that promotes the safety and well-being of children	E E E E E E E E E E E

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