Green Lane

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Headteacher: Mr R Goffee

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|  | **POST TITLE:** | **SCHOOL BUSINESS MANAGER** |
| 1. **2.** | **POST NUMBER:** |  |
|  | **LOCATION:** | **Green Lane Church of England Primary School** |
| 1. **3.** | **GRADE:** | 10  Job Evaluation Ref No: N6735 |
|  | **HOURS** | **37 hours per week, term time + 2 weeks** |
|  | **DBS** | Subject to DBS enhanceddisclosure |
|  | **DESCRIPTION OF ROLE:** |  |
| The post holder will be accountable to the Headteacher and work as part of the Senior Leadership Team in ensuring that the school meets its educational aims.  The School Business Manager is responsible for providing professional leadership of non-curriculum aspects of the school in order to achieve improved standards of learning and achievement.  The post holder is expected to promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school’s learning objectives.  In particular the School Business Manager is responsible for the management of the school’s financial resources, administration, Management Information Systems and ICT, HR, facilities and property, Health & Safety and marketing. | | |
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1. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

***Leadership and Strategy***

* Full member of the Senior Leadership Team offering financial, human resources, facilities management and school management systems support and advice as required
* Improve and develop financial statements, forecasts and best value procedures
* Attend Senior Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings
* Act as Personal Assistant to Headteacher
* Ensure that the school makes the best possible use of resources available
* Liaise with the caretaker to ensure the school is fit for purpose
* Ensure that the school is fully prepared to meet external auditing and OFSTED requirements
* Liaise with the relevant members of the LA
* Lead and manage all administrative staff

Finance

* Assist the Headteacher with budget setting and financial projections
* Preparation of detailed budgets for expenditure delegated to the school in accordance with any guidance provided by Durham LA
* Monitoring the expenditure and advising the Headteacher / Finance Committee of possible under / over spending whilst providing options for varying expenditure
* Ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts
* Preparation of work specifications for tender, assisting with the selection of contractors and negotiating, managing and monitoring contracts in accordance with DCC guidelines
* Preparation and maintenance of such reports, records and accounts as are required in conjunction with the school’s computerised accounting systems (SIMS)
* Completing and submitting monthly timesheets for staff and supply teachers
* Ensuring the proper collection, reconciliation and banking of any monies received by the school either from Durham LA or from other sources
* Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
* Ensuring all staff are aware of projected under / over spending
* Undertaking other duties in connection with the administration of the scheme of financial delegation as may become necessary and as discussed and agreed with the post holder
* The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
* Preparation of invoices, service level agreements and collection of fees and other dues
* Preparation of all financial returns for the DfE, LA, and other central and local government agencies within statutory deadlines
* Seeking professional advice on appropriate insurance for the school, implementing the approved insurances and handling any claims that may arise
* Act as Finance officer for High Force Education SCITT, ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets and ensuring the delivery of annual accounts

Human Resources Management

* Preparation of contracts and all other documents relating to staff employment
* Maintain and update personnel database and Single Central Register
* Ensure Performance Management is carried out for all support staff
* Take part in Performance Management
* Advise staff of their annual pay awards
* Investigate staff pay queries on their behalf
* Implement and participate in the induction of new staff
* Advise the Headteacher on all personnel issues
* Maintain awareness of current practices by attending training sessions as required
* Provide advice for Governors on salaries, expenses, sickness, maternity procedures, redundancy and other HR matters
* Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential
* Provide leadership and guidance for staff, including direct line management responsibility where appropriate – administrative, technicians, caretaker and cleaners and lunchtime supervisors
* Administration of the recruitment process for all new appointments
* Oversee CPD, arrange staff development courses etc

Facility and Property Management

* Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
* Ensure the safe maintenance and security operation of all school premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Ensure the continuing availability of utilities, site services and equipment
* Ensure that maintenance of an assets register
* Follow sound practices in estate management and grounds maintenance
* Monitor, assess and review contractual obligations for outsourced school services
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
* Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements

Whole School Administration

* Answer day to day queries from staff, parents and visitors
* Open and distribute emails to the school as well as internal and external mail
* Collate information to produce weekly newsletter and certificates, school website and prospectus in liaison with the Headteacher
* Maintain confidentiality and security of information at all times and be aware of the requirements of GDPR
* Maintain up-to-date licences as required by the school
* Co-ordinate school photographs, sales of uniform and other similar tasks including timetabling ensuring best value for money
* Manage the school’s administrative computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record systems
* Manage the administrative function school reception, reprographics, records and telephones
* Minute meetings when required
* Maintain pupil records including when appropriate, assessment data for statutory returns
* Co-ordinate an efficient system for end of year report writing to parents and administer the distribution of year end reports for all pupils
* Conduct an efficient system for termly parents’ meetings
* Ensure the highest degree of welcome for school users visiting or telephoning school
* Administer all admissions arrangements
* Monitoring attendance
* Co-ordination of all off-site visits and accompanying administration

Management Information Systems and ICT

* Ensure ICT equipment is in working order, and liaise with ICT Services and helpdesk as necessary
* Obtain best value on any purchases or repairs
* Manage the school’s ICT networks in conjunction with the school technician
* Liaise with ITSS regarding broadband connectivity
* Obtaining the necessary licenses and permissions and ensuring their relevance and timeliness
* Consider approaches for existing use and future plans to introduce or discard technology in the school
* Ensure contingency plans are in place in the case of technology failure

Health & Safety

* Act as the school’s Health & Safety Co-ordinator and Fire Officer
* Ensure a safe and secure environment for the stakeholders of the school in which due learning processes can be provided
* Plan, instigate and maintain records of fire practices and alarm tests
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all people
* Ensure the health & safety policy is implemented at all times, put into practice 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
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, the LA and where appropriate the Health & Safety Executive
* Ensure the maximum level of security consistent with the ethos of the school
* Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
* Act as one of the school’s safeguarding officers and undergo regular safeguarding training

Marketing

* Promote the school to different audiences and secure the highest profile in the local community
* Liaise with local businesses for fund raising and joint projects that will benefit the children at the school
* Create and publish the school prospectus in consultation with the Headteacher
* Update and maintain the school website and other social media provision

Quality Assurance

* Set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained
* Establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate

Communication

* Establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees

Professional Practice

* Ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers

General Management

* Provide vision and leadership to staff, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare

Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Equality and Diversity

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Data Protection Policy in place.

Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher**.