



Dunston Hill

Community Primary School

Job Description **School Business Manager** **Grade: H (SCP 31-34)**

Temporary to provide maternity cover

Responsible to: Headteacher

Role

The School Business Manager is a full member of the school's operational management team. The overall purpose of the job is to;

- lead on all aspects of budget, finance, human resource, premises and school management systems
- ensure that the school makes the best possible use of resources available
- liaise with the PFI facilities management company to provide a developing learning environment that is permanently safe, secure and ran to maximum efficiency
- ensure that the school is fully prepared to meet external auditing and OFSTED financial procedures
- to liaise with the relevant members of the LA/council
- to be responsible for the communication between the school and its service users
- to line manage all administrative staff
- to attend all Governors meetings and appropriate subcommittee meetings – e.g. finance, premises, staffing - advising governors where appropriate

Finance

- To advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) with the Budget Officer, for the future development of the school.
- To prepare for approval by the Headteacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- To assist the head teacher and budget officer with budget setting.
- To oversee the maintenance of the school budget monitoring spreadsheet system.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems, including:
 - The ordering, processing and payment for all goods and services provided to the school.
 - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
- Maintaining an assets register.
- Preparation of invoices and collection of fees and other dues.
- To prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- To prepare all financial returns for the DfE, LA, and other central and local government agencies within statutory deadlines.
- To maximise income generation within the ethos of the school.
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.

- To 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.

Personnel

- To advise the Headteacher and Governors on financial
- To be responsible for general personnel matters. For the clearance for new staff – medical checks, child protection, and to ensure contracts of employment are issued.
- To be responsible for and obtain best value for the school staff insurance scheme
- To gather advice for Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, ground staff, cleaners and caterers.
- To be responsible for the administration of the recruitment process for all new appointments.
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school.
- To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To co-ordinate, and act as mentor when appropriate, any visiting professionals, volunteers, trainee teachers or students on work experience.
- To ensure the highest degree of welcome for school users visiting or telephoning school.
- To act as the school's Health and Safety Co-ordinator and Fire Officer.

Buildings and Premises

- To co-ordinate and liaise with the Site Manager and facilities management company
- To carry out maintenance requests for repairs, faults and failures and contact the Facility Management Helpdesk
- To attend all PFI liaison meetings.
- To liaise with outside contractors and ensure health and safety standards are maintained and risk assessments completed if necessary.
- To liaise with Gateshead Council departments regarding property matters, fire safety, etc
- To deputise for the Head teacher at property meetings
- To complete all annual risk assessments e.g. fire, swimming, generic, lone worker etc
- To ensure correct legislation is followed e.g. DDA requirements in and around school.

Whole School Administration

- To manage the administrative function including the administrative ICT facilities (e.g. license maintenance, servicing contracts, guarantees), school reception, reprographics, records and telephones.
- To oversee all matters of data protection/GDPR and liaise with the Data Protection Officer as required.
- To collate information and produce school newsletters.
- To maintain the school diary.
- To minute meetings when requested.
- To write, update and monitor the School Travel Plan.
- To maintain the e-communication network and ensure its safe and secure usage.
- To ensure ICT equipment is in working order, liaise with the IT Provider and obtain best value on any purchases or repairs.
- To liaise with all outside agencies re welfare of pupils where necessary.
- To 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. Acting as System Manager for the computer network.
- To provide for the preparation and production of all school records and publications.
- To act as correspondent with the Department for Education and Skills and to be responsible for the records and returns required.

- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To construct duty rotas and timetables.
- To carry out inductions for supply teachers, new staff, volunteers, students and those on work experience on their arrival.
- To oversee all admissions arrangements.
- To co-ordinate medical and first-aid procedures and staffing.
- To oversee the policy review cycle and ensure all school policies formulated by the Headteacher, staff, LA and Governors are updated, well presented and available in electronic and paper formats.
- To be responsible for co-ordinating all off-site visits and accompanying administration (e.g. booking transport, maintaining risk-assessment records) and be the named Educational Visits Co-ordinator.
- To liaise with the kitchen staff and Headteacher in providing an appropriate level of hospitality (e.g. organising venues and refreshments).
- To co-ordinate an annual visit from a school photographer and provide best value to parents for this service in consultation with them.

Marketing

- To promote the school to different audiences and secure a high profile of the school in the local community.
- To liaise with local businesses for fund raising and joint projects that will benefit the children at the school.
- To be responsible for creating and publishing the school prospectus through consultation.

Review of Job Description

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

March 2019