



Parkhead Community Primary School

School Business Manager

Job Description

Hours	37 hours term time + 4 weeks (can be flexible and negotiated)
Salary Scale	Grade I
Qualifications	Relevant School Business Management qualification.
To whom responsible	Head Teacher
Staff for whom responsible	Site Manager, Admin Staff, Extended Schools Staff

The overall purpose of the job is;

- to manage all aspects of budget, finance, human resource, facilities and school management systems
- to be an active member of the school leadership team
- to ensure that the school makes the best possible use of resources available
- to liaise with the relevant members of the LA/council and external bodies
- to assist in maintaining a healthy, safe and secure environment, and to act in accordance with the school's policies and procedures.
- to be responsible for the communication between the school and its service users
- to line manage all administrative, extended schools and site staff to provide a learning environment that is permanently safe, secure and ran to maximum efficiency
- To ensure that the school is fully prepared to meet external auditing and OFSTED financial procedures
- to attend Governor meetings, advising governors where appropriate
- to act as the Educational Visits Coordinator for the school

Strategic Planning

- To ensure the school makes the best possible use of resources through effective strategic planning.
- To plan for and implement new initiatives
- To provide strategic support to the Head Teacher and Governing Body on all aspects of school business management

Finance

- To manage and monitor budgets and payroll and advise the Head teacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan (long term financial strategy) with the budget officer, for the future development of the school
- To assist the head teacher and budget officer with budget setting
- To prepare for approval by the Head teacher 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 use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To provide detailed management accounts for the governors and head teacher according to an agreed schedule, reporting any exceptional problems, as well as provide advice on optimising spending

- 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 asset register.
 - Preparation of invoices and collection of fees and other dues.
 - The school Lunchshop systems
- To prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Governors and Head teacher 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 though preparing bid proposals for grants and other income
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services to obtain value for money for the school
- To purchase, either directly or indirectly, the school's supplies and services and SLA contracts.
- To ensure compliance with the financial management standard in schools
- 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.

Human Resources

- To be responsible for the recruitment, professional development, appraisal and training of support staff and 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 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 the administration of the recruitment process for all new appointments.
- To complete induction for all new staff, work experience and volunteers
- 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 arrange and support cover for staff with planned or unplanned emergency absence
- 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 develop and maintain an accurate single central record
- 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 pupils from other schools on work experience.
- To ensure the highest degree of welcome for school users visiting or telephoning school.

Buildings and Premises Management

- To co-ordinate and liaise with the site manager
- Create and manage a school asset/estate management plan
- To liaise with outside contractors and ensure health and safety standards are maintained and risk assessments completed if necessary e.g. Asbestos
- To liaise with Gateshead Council departments re property matters, fire safety, etc
- To complete all annual risk assessments e.g. fire, generic, lone worker etc
- To ensure correct legislation is followed e.g. DDA requirements in and around school.
- Lead and manage property/playground development projects

- To manage the security of the school site and the maintenance of the school site, buildings and furniture and fittings

Whole School Administration and IT

- To manage the administrative function including the administrative ICT facilities (e.g. license maintenance, servicing contracts, guarantees), school reception, reprographics, records and telephones.
- To manage the IT functions for the whole school liaising with the IT provider to ensure the networking systems, and curriculum equipment is adequate and develop an IT strategy
- To collate information and produce school newsletters
- To maintain the school diary and be responsible for the production of the weekly diary.
- To minute meetings when requested.
- To maintain the e-communication network and ensure its safe and secure usage.
- To ensure IT equipment is in working order, liaise with ICT Services and obtain best value on any purchases or repairs.
- To be responsible for overseeing the attendance of pupils, collection and monitoring of data and liaise with the Educational Welfare Officer on attendance issues.
- 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 maintain Pupil Records including when appropriate the Assessment Process e.g. oversee inputting of SATS and Foundation Stage Profile data.
- To act as correspondent with the Department for Education and Skills and to be responsible for the records and returns required.
- To maintain, contribute and continually develop the school website, facebook and twitter as a tool for parents to gain administrative information, information about their children at school and for parents to communicate with school.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To carry out short term induction for supply teachers on their arrival.
- To administer all admissions arrangements.
- To monitor and report on attendance.
- To co-ordinate medical and first-aid procedures and staffing.
- To ensure that the 'Medicine in School' policy is carried out efficiently.
- 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 assist the Catering Manager with the smooth running of the cashless system.

Data Protection

- To know and understand the requirements on school in relation to the General Data Protection Regulation (GDPR).
- To liaise with the Data Protection Officer on matters relating to GDPR.
- To advise the Head Teacher and Governors about policy and practice to ensure that the school is GDPR compliant.
- To develop office systems which comply with all GDPR regulations including the storing retention and disposal of records.
- In the event of a data breach, investigate and report appropriately.

Marketing and Liaison

- To promote the school to different audiences and secure a high profile of the school in the local community.
- Manage the school communication through the email, text, website, Facebook and Twitter channels
- To issue lettings agreements and licenses to users of the school premises and maintain these agreements with them.

- 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

