

JOB DESCRIPTION

Post: School Business Manager

Responsible To: Headteacher/Deputy Head

Main Purpose of the Job

- To be directly responsible for the strategic and operational management of the school finances, HR, administration and site management within the school.
- To line manage and performance manage administration and site management staff, where applicable.
- To produce monthly budget reports highlighting any discrepancies or over/under spends.
- To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To promote equality and diversity across the school.
- To be a member of the Senior Leadership Team
- To undertake the responsibility for Whole School Promotion

Duties and Responsibilities

Financial Management

- Be responsible for advising the Senior Leadership Team and the Trustees on matters of financial governance and submit the phased budget to the Trustees for approval.
- To have responsibility for developing and ensuring that the financial procedures manual is maintained in accordance with LA/DCFS guidance.
- Proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
- Be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection, security and distribution of cash.

- To oversee and be responsible for orders that are placed and that bills are paid correctly from the school fund.
- To oversee and have responsibility for monies collected in respect of school outings, journeys, etc. and any other events that require the collection of money.
- To oversee and have responsibility for computerised logs of payments are ensuring that they are kept up to date and accurate.
- Managing the schools payroll system.

Human Resources

- To manage CRB and List 99 application forms and ensure they are processed efficiently.
- Maintain a single register for staff and volunteer records that will include the central CRB register.
- Ensure new members of the office staff are fully trained and inducted on the use of office and ICT equipment.
- Line manage administration staff and premises staff including performance management and assisting in the identification and addressing training and development needs.
- Participate in the recruitment, selection and appointment of office staff overseeing any relevant paperwork related to interviews, references and CRB checks is carried out.
- Liaise with Schools' HR company with regard to the administrative aspects of the appointment and employment of teaching and support staff, compliance with legislation and good practice relating to employment protection and equal opportunities and on the employment and conditions of service of staff.
- Be responsible for managing the personnel database of single central records (including sickness records) for staff and volunteers and ensure that these are efficiently and accurately kept.
- Monitor staff absence and prepare staff returns for the head teacher as required.
- Be responsible for the provision of specialist advice and guidance to Senior Leader Team/Trustees on national and local guidelines/policy/statute etc.

Site Management

- Manage and prioritise the work around the site in accordance with the School Improvement Plan.
- Manage and monitor any site repairs, after approval from Headteacher and arrange for builders to carry out all necessary work within agreed deadlines.
- Be responsible for managing any annual maintenance programme for the school.

- To advise the Headteacher at appropriate meetings relating to the school site.
- Report to Trustees as required providing status reports on any matters arising.
- To be overall responsible for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- To co-ordinate and manage the work and communicate/liaise with Architects, Contractors and Council Officers with regard to the maintenance, refurbishment and development of the site.
- Be responsible for the security and safe working condition of the school site.
- Oversee and monitor risk assessments.
- Comply with school Health & Safety Policies, in particular by following agreed safe working procedures and reporting incidents using incident reporting system.
- Be responsible for your own Health & Safety and must co-operate with the management at all times in achieving safer work processes and work places, particularly where it can impact others.
- To be trained in the correct use of any equipment provided to improve Safety and Health.
- To provide adequate assistance and supervision to ensure compliance with safe work practices.
- To inform headteacher of any safety issues that could affect anyone in the workplace.
- To minute meetings of a formal nature as well as staff briefings and feedback meetings.

Pupils and Curriculum

- Be responsible for the submission of relevant information to Senior Leadership Team, the Trustees and outside agencies e.g. DCSF, LA, DfE.
- To provide appropriate, accurate and timely verbal and written advice and guidance to the Senior Leadership Team.
- Ensure that assessment data is collected from teachers and is entered accurately and quickly onto MIS system, so that reports can be analysed.
- Oversee the monitoring of pupil attendance and subsequent contact of families where there is poor or irregular attendance, liaising with the educational welfare officer as required.
- Ensure that the school's electronic pupil registration system is up to date.

School Trips

- To prepare and monitor risk assessments for school trips.
- To ensure that all paperwork and monies for school trips is completed.
- Design, create, develop and maintain policies as appropriate.
- Organise briefings, workshops and other training for other staff.
- Be responsible for devising marketing and promotional strategies for the school.
- Oversee and ensure an inventory of all school equipment is maintained.
- Identify the need and be responsible for securing appropriate licences and insurances.
- Respond to emergencies appropriately and inform relevant staff.

ICT

- Develop and manage databases using school MIS and other computerised systems as appropriate.
- Ensure that back up copies of all school data is taken daily and stored appropriately.
- Oversee that the school's web site is up to date.
- Ensure the most effective use is made of the school's administrative computer hardware and the development of the computerised management information system within the school.

Other Responsibilities

- Build close working relationship with all staff members and Trustees.
- Development policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Adhere to school policy on equality and diversity.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.
- Ensure compliance with the Charities Commission

- Undertake similar duties commensurate with the level of the post as required by the Headteacher.