

JOB DESCRIPTION SCHOOL BUSINESS MANAGER

Name:

Job Title: School Business Manager

Responsible to: Headteacher

Responsible for: Senior Finance & Personnel Officer; Senior Site Agent

Scale: Management Grade

Hours of Work: 37 hours per week, full-time

Job Purpose: To contribute to the strategic planning and whole school management within the Leadership Group, by leading and managing support/resource functions across the school, in particular, finance, personnel (including staff DBS checks), support staff, contracts (including catering, grounds' maintenance, transport), premises (including lettings), health & safety, admissions, income-generation, measures to improve efficiency and sustainability across the school, and data returns.

Produced: July 2017

MAIN DUTIES AND RESPONSIBILITIES:

Finance

1. To lead the work of the finance and personnel team, line-managing the Senior Finance and Personnel Officer.
2. To be responsible for budget-modelling, preparing and maintaining school budget plans, maintaining an up-to-date forecast of the school's year-end position and providing financial information and advice to the Headteacher, Finance Committee and Responsible Officer including monthly financial report.
3. To develop and monitor a long-term financial strategy for the school, in consultation with the Headteacher and Finance Committee.
4. To manage and develop the school's accounting systems and systems of internal control in consultation with the Headteacher, Responsible Officer and Finance Committee, to develop and maintain an appropriate School Finance Manual and to facilitate the Responsible Officer's reviews of internal controls.
5. To negotiate contracts for services and prepare tender documents as required by the Headteacher, in particular, HR, payroll, catering, transport and grounds' maintenance, and to monitor the operation of these contracts, liaising with providers to ensure the high quality delivery of services.
6. To ensure the school's returns to DfE, ESFA and others (e.g. January School Census, School Workforce Census) are completed as required.

7. To liaise with and provide information to Auditors for the compilation and audit of year-end accounts.
8. To be responsible for the management of income-generation, including letting of school facilities and the Astroturf pitch, and fundraising initiatives.
9. To coordinate, report to and attend half-termly Finance Committee meetings,

Personnel

10. To coordinate the selection process for vacant support staff posts, including producing job descriptions, person specifications and advertisements in consultation with the Headteacher.
11. To have oversight of all support staff in respect of arrangements for induction, performance management and line management.
12. To ensure that DBS and other vetting checks take place within a coherent system of safeguarding.
13. To ensure that accurate personnel records including absences, are maintained and reported to the Headteacher and to work with the Headteacher in implementing the school's policy on staff absence.
14. To advise the Headteacher on conditions of service and employment legislation for all categories of staff employed at the school.
15. To be the first point of contact for all staff at the school on pay- and contract-related matters.
16. To coordinate, report to as necessary and attend half-termly Personnel Committee meetings.

Premises and Health & Safety

17. To oversee all premises-related matters, line-managing the Senior Site Agent to ensure the effective and efficient maintenance and development of the school's premises and facilities, including monitoring the quality of work by external contractors and the management of the Astroturf pitch.
18. To ensure that health and safety is managed effectively across the school, including reporting to the Headteacher, Resources Committee and external agencies as appropriate.
19. To monitor security arrangements, to ensure that effective levels of security are maintained.
20. To coordinate, report to as necessary and attend half-termly Resources Committee meetings.

Admissions

21. To lead the school's admissions arrangements in respect of the school's statutory duties and implementation of the School Admissions Policy (but not day-to-day casual admissions), including coordination of an Admissions' Committee.

School Development

- 22. To prepare and submit bids for external funding and undertake projects to secure additional funding and achieve more efficient and sustainable ways of operating.
- 23. To assist in the management and development of projects at the school as required.
- 24. To contribute to the development of the school's vision and values, attending weekly Leadership Group briefings and to attend other Leadership Group meetings as appropriate.
- 25. To communicate the school's development plans, vision and values clearly and enthusiastically to all staff and other stakeholders.

Other

- 26. To maintain a visible and professional presence within the school.
- 27. To undertake other duties of a similar level and responsibility as may be required from time-to-time.

SIGNATURE _____

DATE _____