

Heaton St Barnabas' Primary School

SCHOOL BUSINESS MANAGER – JOB DESCRIPTION & PERSON SPEC

Salary

PO1 to PO3 and in accordance with the school's support staff structure and/or any local agreements that are in place.

Line of responsibility

The Business Manager will be directly responsible to the Headteacher.

Job purpose

The business manager is a member of the senior leadership team (SLT) and is responsible for:

- The overall management of the school's financial, personnel, business management, administrative, premises, cleaning and catering services. This includes the development and effective operation of systems and services within these areas; and their compliance with national and local legislation, guidelines and requirements.
- Organising and managing school finance, including that of its extended facilities, in accordance with the DfE's schools financial value standard, administering payroll and pension-related functions.
- Providing professional leadership and management of school support staff, to enhance their effectiveness in order to raise standards and achievement.
- Promoting the highest standards of business ethos and strategically ensuring the most effective use of resources in support of the school's learning objectives.
- Assisting the governors, the headteacher and SLT in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of strategic and resource plans.
- Advising on compliance with legislation and guidance including safeguarding requirements, employment law, pay and pension issues, health and safety.
- The line management of a number of staff falling under this post holder's remit including their induction, training and appraisal.
- In conjunction with the headteacher, all day-to-day public relation issues.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Job specification

Operational

- shall attend meetings of the SLT, the full governing board and appropriate governors' sub-committees.
- shall negotiate and influence strategic decision making within the school's SLT.
- shall plan and manage change in accordance to the school's development plan.
- shall understand the effects and implications of government policies and legislation for current and future initiatives and ensure that resources are used efficiently.
- shall manage human resources ensuring effective deployment of staff to meet the current and future needs of the school.
- shall positively promote the school and its profile to a range of audiences including the local community.
- shall keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues and the governing board.
- shall advise the headteacher, the governing board and its committees as appropriate.
- Shall assist with assessments and the systems used to record this for all stakeholders

Finance and accounting

- shall, in consultation with the headteacher, prepare the school's annual budget and submit it to the governing board for approval.
- shall monitor income and expenditure in relation to the school's budget, and produce monthly reports for the headteacher and the relevant governors' sub-committee(s).
- shall identify and inform the headteacher and governors of significant variances to budget, outlining reasons and options available for corrective action.
- shall advise the headteacher and governors if fraudulent activities are suspected or uncovered.
- shall maintain a strategic financial plan that indicates trends and requirements of the school development plan and shall forecast future years' budgets.
- shall pursue and maximise income and sponsorship generation opportunities including appropriate investments, the preparation and submission of applications and bids, and fundraising.
- shall manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors.
- shall be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status.

- shall provide budget holders with monthly updates of their accounts and to advise them on matters relating to their budgets.
- shall keep all school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations, and prepare accounts for submission to the school's auditors.
- shall arrange and co-ordinate the annual audit, liaising with all parties involved.
- shall maintain and oversee all bank accounts including the school's credit card(s), completing monthly reconciliations and reporting banking errors to her/his line manager.
- shall ensure that the school's financial management manual is reviewed and updated as necessary and that the schools financial value standard is maintained as per DfE requirements.
- shall ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- shall be responsible for cashflow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- shall be responsible for the completion of the school's payroll, and ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- shall monitor the payment of salaries by the school's payroll provider, liaising with the provider as required.
- shall be responsible for the placement of orders ensuring they are processed through the school's computerised finance accounting package.
- shall, in conjunction with the nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- shall be responsible for the issue of school invoices and for following up their prompt payment.
- shall supervise the school's computerised finance accounting package ensuring that required back-ups are carried out and kept securely.
- shall be responsible for the sale of the school's uniform, including ordering, reviewing prices and stock control.

Personnel

- shall ensure that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension agencies is submitted when:
 - A new appointment is made.
 - When changes are made to an existing member of staff's terms and conditions.
 - When a member of staff's employment terminates.

- shall ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements.
- shall ensure that all staff personnel details relating to salaries and pensions are passed to the personnel department for inclusion in secure personnel files.
- shall ensure that members of support staff are kept informed of relevant changes and developments in employment matters.
- shall implement and co-ordinate the school's appraisal arrangements for support staff.
- shall establish and co-ordinate the school's induction and continuing professional development policies for support staff.
- shall update and implement, in conjunction with governors and the headteacher, the school's staffing structures including necessary consultation.
- shall ensure that all staff personnel details are included in individual secure personnel files and on the school's system/s.
- shall ensure that all aspects relating to work status and registration, immigration and sponsorship are followed including liaison with all relevant parties as necessary (for example, the local authority (LA) and Home Office).
- shall be responsible for the implementation and operation of all internal personnel policies, for example, discipline, grievance, capability, redundancy, absence monitoring, and equality schemes, including the appeals process.
- shall be responsible for ensuring that all personnel-related casework is completed within required timescales.
- shall be responsible for managing the whole recruitment process for all staff including involvement in identification of vacancies, advertising, shortlisting, interview arrangements, letters of appointment, safer recruitment, vetting and barring checks, and contracts of employments.
- shall keep under constant review a full range of recruitment strategies and options.
- shall, in conjunction with the headteacher, be proactive in the development and implementation of succession planning.
- shall be responsible for ensuring that a single central record is maintained and updated as required.

Administration

- shall ensure an efficient and effective administrative service for the school and its extended services.
- shall establish and use effective methods to review and improve administrative systems within the school.

- shall ensure that all necessary returns, reports and documentation are completed accurately within time constraints including health and safety reporting requirements, claims, bids, reports to governors, and statistical returns (internal and external).
- shall collate information, statistics and prepare reports as required by the headteacher and the governing board.
- shall undertake responsibility for all necessary administration relating to all areas within her/his remit.
- shall undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- shall process, input, extract and analyse information from the school's system(s).
- shall ensure compliance with data protection regulations.
- shall deal with correspondence promptly and as required.
- shall liaise with the headteacher, the SLT, ICT and other staff as appropriate on ICT procurement.
- shall ensure contingency plans are in place in case of technological failures.
- shall be responsible for the updating and production of the school's staff handbook and staff bulletins.
- shall have a strategic overview of the school's policies.

Estate and services

- shall be responsible for the safe maintenance of the school site and buildings including all aspects of security.
- shall follow sound practices in estates management and grounds maintenance.
- shall establish, monitor and review maintenance schedules and plans for premises upkeep and refurbishment, and shall be responsible for the efficient operation of all facilities.
- shall, in discussion with the headteacher, establish contingency plans in case of emergencies including power cuts, flooding and fire.
- shall manage the letting of school premises and other activities in order to maximise income.
- shall be responsible for the school's asset registers ensuring that they are maintained and regularly updated.
- shall be directly involved in the planning and development of any extensions to the school building and premises and any resulting construction works.
- shall maintain all school insurances in all forms including assessments, claims and administration.

- shall establish and implement an effective damage and loss-prevention strategy to reduce insurance and overall costs to the budget.
- shall lead on health and safety undertaking to ensure legislative compliance and the necessary maintenance and review of risk assessments.
- shall ensure, in conjunction with headteacher and relevant staff, that all health and safety procedures and requirements are being resourced and met.
- shall ensure that systems are in place for effective monitoring, measuring and reporting of health and safety issues.
- shall overview the half-termly fire evacuation drills and the regular testing of fire alarm systems and equipment.
- shall manage and overview other services such as catering and cleaning ensuring an efficient and effective provision, which meets the school's needs and adheres to regulations and legislation, for example, healthy eating requirements.

General

- shall attend school events as required.
- shall participate in school emergencies, in conjunction with other members of the SLT, including the implementation of effective evacuation and search procedures as required.
- shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- shall attend training sessions and meetings as required.
- shall seek, consider, and act upon professional support and advice as required.

BUSINESS MANAGER – SCHOOL: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Recognised management/business degree and/or professional qualification/s and/or significant experience in field. • Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints. • Evidence of being an effective member of an establishment/company's leadership team. • Experience of managing strategic financial plans and influencing decision making. • Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets. • Experience of managing an establishment/company's human resources function. • Experience of managing change and implementing new systems/procedures/controls. • Evidence of effective leadership and line-management of staff including a team. 	<ul style="list-style-type: none"> • Recognised accounting qualification. • School business manager specific qualification (CSBM/DSBM). • Experience of managing within a school or similar establishment. • To have experience and understanding of the working of a governing board. • Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities. • Member of the Institute of School Business Leadership. 	<p>Application form</p> <p>Personal Statement</p> <p>References</p> <p>Interview</p> <p>Certificate(s) (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other 	<ul style="list-style-type: none"> • Knowledge and understanding of Schools 	<p>Application form</p>

Essential	Desirable	Evidence
<p>professionals.</p> <ul style="list-style-type: none"> • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, information and internet systems. • Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. • Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts. • Good working knowledge and understanding of value for money initiatives. • Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR. 	<p>Financial Value Standard.</p> <ul style="list-style-type: none"> • Knowledge and understanding of educational enterprise issues. • Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation. 	<p>Personal Statement</p> <p>References</p> <p>Interview/Task</p>

Essential	Desirable	Evidence
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal and influencing skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise one’s own work and that of others to meet deadlines when under pressure. • Able to follow direction and work in collaboration with the SLT. • Able to constructively challenge self and others to continually improve own and team performance. • Able to work flexibly, adopt a ‘hands on’ approach, and respond to unplanned situations. • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health 		<p>Application form</p> <p>Personal Statement</p> <p>References</p> <p>Interview</p>

Essential	Desirable	Evidence
and safety. <ul style="list-style-type: none">• Commitment to the school's ethos, aims and its whole community.		