

# KIRKLEES COUNCIL

**SECTION: ALL SCHOOL MODEL – BUSINESS MANAGER**

**JOB TITLE: SCHOOL BUSINESS MANAGER**

**GRADE: Grade 10**

## **1 PURPOSE OF JOB**

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

As School Business Manager you will be a member of the Senior Leadership Team within the school and will be responsible for the professional leadership of the financial and administrative aspects of the school. You will be required to provide a major contribution to the overall organisation, management and direction of the school.

The **job** requires an individual who holds a qualification in business / finance / accounting or the diploma in School Business Management and to be experienced in accounting procedures, budget monitoring, estate management, project management, supervisory and effective IT skills. You will carry out a range of complex or sensitive / confidential financial monitoring and accounting duties which will include the direct management of Support Staff.

Good interpersonal skills are important for this **job** as you will be required to develop and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to all school business matters.

You will be expected to carry out your duties in line with the Kirklees / School policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

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## Key Areas

### 1. Financial and Administration Management

- Major contribution to the preparation, setting and monitoring of a school budget between £500,000 to £5 million per annum in liaison with the Headteacher.
- Responsible for the administration of the payment of all invoices for expenditure and income collection in accordance with payment timescales and the School's & Local Authority's procedures.
- Provide the Headteacher, Senior Leadership team and governors with specific expertise and advice in relation to the long term financial planning for the school.
- Ensure the school has appropriate financial systems, managing all aspects of the school finances, including the school fund, and to be responsible for the effective management of these systems and administration, ensuring compliance with Finance Regulations.
- Provide accurate analysis of the school budget, identifying trends, potential over / under spends and provide detailed reports to the Headteacher, Senior Leadership team and the governing body in a timely fashion.
- Responsible for the collection, accounting and banking of all cash received by the school including the preparation of the school's funds account and recommendations on the most appropriate investment initiatives.
- To interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- To initiate and manage all audit procedures to comply with all audit requirements, for all funds.
- Provision of financial budgetary and monitoring information in accordance with the School's & Local Authority's policies and procedures and other financial regulations and requirements.
- To ensure financial summaries, variances and other related reports are produced and distributed to the Head teacher and Governing Body, as required.
- Attendance at full governing body, appropriate sub committees and any other relevant meeting as directed by the Head teacher.
- To proactively seek and manage additional finance streams including fundraising, bids and asset-management processes.
- To undertake effective procurement processes to ensure value for money.
- Responsible for the management of the whole school administrative function, ensuring that there are appropriate and relevant administrative

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systems in place to support the school in its aims and goals.

- Responsible for the collection, management, analysis and use of pupil performance and assessment data across the school and report to the Senior Leadership Team.
- Ensure that all returns to the DFE, Local Authority and any other relevant body are carried out within the predetermined deadlines.

## 2. **Estate Management**

- Responsible for making decisions regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value.
- You will liaise with outside bodies and / or contractors ensuring that the work schedules and the work is carried out to the required standards and within the appropriate timescales.
- You will manage the life cycle costs and replacement of assets to maintain the high standards of the premises and estate.

## 3. **Management Information ICT Systems & Equipment Management**

- Responsible for the development, implementation, maintenance and monitoring of systems, including the setting up of appropriate application tools for the purpose of budget proposals.
- To ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Responsible for the security, monitoring and control of access to systems and ensuring daily back up and safety of systems.
- You will provide guidance, advice and support to the Governing Body and SLT on the process and use of pupil data management systems ensuring that the data is effectively managed in line with national and local standards.

## 4. **Staff Management**

- You will be responsible for the direct management and supervision a multi disciplined team of support staff across the whole school, including the allocation, co-ordination of work, staff development and training.
- You will ensure that there is an effective support staff structure in place to meet the school development requirements, identifying any training and development of staff.
- Ensure all staff have a clear understanding of the policies and procedures and they carry out their duties in line with these policies and procedures.

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## J O B D E S C R I P T I O N

### 6. Whole School Projects

- You will be responsible for the management of a whole school project, which can range from a refit, a major refurbishment or modelling pupil behaviour providing feedback to the Senior Leadership Team as appropriate.
- You will be responsible for the development, implementation of all aspects of the project ensuring compliance with any statutory legislation, Local Authority requirements and the pre-determined timescales.

### 6. General

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Carry out your duties with due regard to current and future School's/Local Authority's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through School's communications.

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**RESPONSIBLE TO:**      **Head Teacher**

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**RESPONSIBLE FOR:**      **School to indicate the job titles**

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JD Reference No	
JD Prepared / Amended	MAY 2013 NJE
Job Spec	