



Job Description

Job Title: School Business Manager	
Work Location: Park Aspire	Salary Range: PO3 - £38,296 – £41,496 Pro Rata – 37 hours per week – Term Time + 10 days
Reports To: Headteacher	Areas of responsibility: Finance, Personnel, Estate/Facilities, Management data and systems, School administration

1.0 Job Purpose

To contribute to the development of a strong and effective school within a caring and secure environment.

1.1 Prime Objectives of the Post

- Provide leadership and operational management to the business functions of the school
- Be an active member of the School's Senior Leadership Team (SLT)
- Provide strategic information on all business matters to the Headteacher (HT) and Management Committee (MC)
- Develop strong links with families, various community groups, businesses and organisations / external agencies including the Local Authority and Children's Services, Police etc.
- Act as an articulate ambassador to raise the school's profile.

1.2 Key Personal Attributes

- Operate within financial guidelines and disciplines and demonstrate outstanding professional conduct
- Work under the guidance of the HT to whom the postholder is accountable and to undertake commensurate duties as may be reasonably required
- Exercise initiative in performing delegated duties and to continually aim to improve quality of service in a changing environment
- Maintain confidentiality of information
- Produce and respond to complex correspondence.

2.0 Responsibilities and Accountabilities

2.1 Leadership

- Attend and participate in SLT meetings and MC meetings
- As a member of the SLT support the HT to implement the school's vision and values

- Provide strategic reports to the HT and MC on all aspects of school business.
- Promote and maintain a professional business service ensuring effective systems of governance are adhered to.
- Maintain an up-to-date understanding of relevant financial and business issues, policies and legislation that may impact on the school's operation and advise the HT and MC accordingly
- Plan for and implement new initiatives where appropriate
- Implement decisions in case of emergency to maintain the fabric and security of the school buildings and equipment, in accordance with Health and Safety Regulations.

2.2 Management and Supervision

- Provide outstanding operational management for all areas of responsibility
- Liaise with all staff on behalf of the HT on financial and administrative matters. Ensure all staff are aware of correct procedures and operate as appropriate through the admin team.
- Provide staff training where necessary on the use of administrative procedures and computer management systems
- Assist with the development of all school policies and procedures and as far as possible monitor compliance.
- Liaise effectively with the LA (School Funding Team, Estates etc) to foster working relationships and manage compliance within the school.
- Undertake performance management for all staff within the area of responsibility (through regular meetings, setting appropriate targets for performance, support and challenge and regular reviews for feedback and development)
- Participate in training and other learning activities and performance development as required

2.3 Financial Management

- Responsible for the effective management of the school's finances and advising the HT and MC on financial procedures required in the school.
- Administer the approved annual budget, including the authorisation and payment of suppliers from all accounts within SIMS, following all checks for correctness and reconciliations according to approved budget.
- Provide regular financial information to the HT and MC which monitors school spend against an agreed budget
- Establish internal financial procedures that comply with all statutory requirements and the Financial Management Standard in Schools (FMiS).
- Prepare timely, annual budget estimates and provide advice on funding options to the Headteacher and MC. Produce fully costed proposals, ensuring they are sustainable through long term (five year) financial plans.
- Ensure the financial transactions of the school are up to date and correctly coded to ensure accurate budget monitoring. Report to the HT / MC / SLT of possible under / over spending providing options where income/expenditure varies.
- Ensure best value in the acquisition of all services, contracts and resources through effective procurement. Prepare reports to the MC
- Manage the preparation of work specifications for tender and assist with the selection of contractors.
- Prepare all reports, VAT returns and any other financial information necessary to complete returns required either statutorily or by the LA
- Seek professional advice on insurances and advise the MC on appropriate insurance cover.
- Monitor, prepare and submit all claims in relation to allocated funding such as Pupil Premium and external funding.
- Allocate Pupil Premium funds in conjunction with the HT to appropriate budget headings and report to the MC

2.4 Personnel Management

- Liaise with and advise the HT on all personnel issues including referrals to Occupational Health and Wellbeing services
- Provide organisational and complex advisory personal support to staff
- Advise the HT on school policies ensuring they are compliant with legislation on such matters as employment protection, equal pay, sex discrimination
- Maintain confidential staff records (including salary assessments, sickness, attendance, holiday records) and advise the HR provider and payroll of any contractual changes
- Responsible for the completion of all new starter paperwork including liaising with external organisations to ensure that appropriate clearance is received i.e. medical checks, child protection.
- Ensure the Single Central Record is up-to-date
- Ensure the school's staff related policies are clearly communicated to and followed by all staff.

2.5 Facilities and Estate Management

- Promote and maintain an efficient, safe and attractive environment for the school
- Act as the Health & Safety coordinator and Fire Officer. Advise the HT and MC on all issues.
- Maintain an accurate asset register and inventory of school resources
- Develop a detailed disaster recovery plan.
- Oversee the long-term maintenance of the School including the preparation of maintenance schedules which are properly costed
- Oversee the supervision of building contract or project work.
- Supervise the Site Manager ensuring that all facilities and safety measures are in optimum condition and minor repairs (including equipment) are dealt with promptly.
- In conjunction with the Site Manager;
 - implement risk management and loss prevention strategies to reduce insurance costs
 - initiate regular fire practices and alarm tests to ensure emergency procedures are current and timely.

Keep records

- know about risk assessment tools and use them to establish hazards and associated risks within the school
- ensure H&S procedures are followed at all times (including staff, pupils, visitors and maintenance contractors)
- ensure compliance with insurance requirements with regard to health and safety and risk assessment.

2.6 Data Management

- Ensure information systems and computer networks are maintained for effective management including SIMS
- Manage the collection, collation and distribution of all statutory and statistical returns e.g. Annual Workforce census, School Census
- Compile and submit statistical returns on a weekly, monthly or annual basis or as required by the HT. Examples include class lists, attendance lists, sickness etc
- Manage the administration of payroll, including data inputting of computerised records/management information systems
- Manage the input of pupil data in line with GDPR and Data protection

2.7 School Administration

- Provide comprehensive administrative services (including reception desk facilities) whilst ensuring compliance with the school's financial procedures.
- Line manage administrative staff, including the delegation of relevant activities.
- Manage the school admission policy and procedures and in liaison with the Attendance Lead/SLT ensure all student records and documents are properly maintained (SIMS database) and are correctly transferred when pupil leaves
- Manage the record keeping of pupil attendance in conjunction with SLT

- Assist with arrangements for pupil care whilst at school and make appropriate arrangements for safe transfer home
- As the school's main public front ensure enquiries from staff, parents, pupils and visitors are dealt with promptly
- Ensure procedures are in place for the administration of school clubs, visits and school trips (transport/letters/bookings/money collection)
- Supervise the delivery of administrative services including but not exclusively:
 - the ordering, processing and payment of all goods and services for the school including the issuing of invoices and ensuring settlement of accounts.
 - maintaining records of expenditure, input and update as required, enable authorisation of payments,
 - keeping records and completing all insurance claims
 - obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
 - processing of payments for school dinners, including Free School Meals, maintaining associated records and preparing documentation for submission to relevant bodies.
 - maintaining records of casual payments, credits and debits.
 - the safe collection and banking of cash.
 - processing claims for travelling expenses.
 - responsible for the management of all non-public funds held by the school



POST TITLE: School Business Manager

Personnel Specification:

Essential Criteria	How identified	Desirable Criteria	How identified
SKILLS <ul style="list-style-type: none"> • Excellent numeracy & literacy skills • Excellent analytical skills and the ability to present information in a logical, clear and concise format. • Able to manage own workload and under pressure. • High level of ICT skills including MS Office, financial packages & databases. • Ability to interpret advice / statute and to devise policy / practice in the light of these • Ability to relate well to children and adults • Ability to persuade, motivate, negotiate and influence 	Application Form & Selection Process	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities 	Application Form & Selection process
LEADERSHIP <ul style="list-style-type: none"> • Support and demonstrate commitment to the vision for the establishment of the new school • Support the Head Teacher in the management of change and improvement in pursuit of strategic objectives • Prioritise, plan and organise, direct and co-ordinate the work of others. • Build, support and work with high performing teams • Work as part of a team • Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts • Commitment to equal opportunities 	Application Form & Selection Process	<ul style="list-style-type: none"> • Provide professional direction to the work of others • Make informed use of inspection and research findings 	Application Form & Selection Process

KNOWLEDGE & UNDERSTANDING <ul style="list-style-type: none"> • Full working knowledge of relevant policies / codes of practice / legislation • 5 years experience working in an office environment with 2 years at senior level • 2 years experience of Line Management responsibilities • Experience of using complete databases e.g. SIMS 	Application Form & Selection Process	<ul style="list-style-type: none"> • Full understanding of the range of support services /providers • Experience of working in an educational environment. • Experience of working in an environment for children with Social, Emotional, Mental Health and Behavioural difficulties. • Knowledge and experience of the function and structure of the Pupil Referral Units 	Application Form & Selection Process
QUALIFICATIONS / TRAINING <ul style="list-style-type: none"> • Evidence of commitment to CPD • Willingness to undergo further training in School Business Management. 	Application Form & Selection Process	<ul style="list-style-type: none"> • Certificate of School Business Management (CSBM) or Degree or equivalent qualification 	Application Form Qualification Certificates
DISPOSITION AND ATTITUDE <ul style="list-style-type: none"> • Open – minded and receptive to new ideas, approaches and challenges • Commitment to Equal Opportunities, diversity and promoting good race relations. • A commitment to safeguarding children and young people. • Able to deal with a range of situations in a sensitive and helpful manner • Able to empathise with the needs of pupils and parents. • Able to maintain confidentiality. 	Application Form & Selection Process		
OTHER CONDITIONS <ul style="list-style-type: none"> • The school operates a non – smoking policy • Enhanced DBS Disclosure 	Application Form & Selection Process		