

SCHOOL BUSINESS MANAGER

Job Description

Grade PO14 –PO15

Starting Salary according to qualification and experience

Responsible to: The Headteacher

Responsible for: Facilities, Business, and Finance.

A. FUNCTION OF THE POST

This is an all year round post and the postholder will be expected to work a core 36 hour week. The postholder will be expected to take their annual leave entitlement during the school holidays.

The Leadership meeting takes place once per week and the school Business Manager is expected to attend this and the senior team briefing as required.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Providing the leadership and management of School Business, non-classroom based support staff and support services including:

- Undertaking strategic financial planning and providing advice to the Headteacher and Governors on the most effective use of resources.
- Ensuring that the business management functions operate in accordance with statutory regulations
- Interpretation of new legislation and guidance and identification of the implications for the School
- Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
- Ensuring effective procedures for the recruitment, appointment, induction, review and development of non-classroom based support staff
- Develop an on-going customer service focus
- Develop and share good practice across the school and into partnerships with other schools and relevant bodies
- Securing arrangements to source external advice and support where appropriate

Job descriptions are subject to review and amendment.

To be responsible and accountable for the management organisation and provision of:

- Budget Planning, Monitoring and Financial Control
- Contract Compliance and Leasing
- Pupil Records, Admissions and Attendance IN RELATION TO FUNDING
- Personnel Records, Appointments and Payroll
- Administrative ICT and Communications Systems
- Managing and Co-ordinating Premises Services and Catering
- Grant Applications and Fund Raising
- Statutory returns to the DfES, Learning Trust, etc.

B. MAIN DUTIES AND ACTIVITIES

- a. To ensure the efficient management of the School's administration, finance and premises by undertaking or allocating duties to the premises staff and by working collaboratively with the Headteacher and Leadership Group to achieve the targets set out in the school's Improvement Plan.
- b. The post holder is a member of the Leadership Team and is therefore key to the school's success. The postholder plays a key role in School Improvement Planning, working collaboratively with the other members of the Leadership Team to achieve the school's aims.
- c. The SBM is the School's lead financial professional, ensuring that financial planning, controls compliance, record keeping and reporting are co-ordinated and delivered to the highest standards. The SBM also has specific responsibilities for Payroll, Catering, IT Services, Health & Safety and Property.
- d. To establish in conjunction with the Head teacher and Leadership Group the aims and objectives of the School's financial requirements and produce Codes of Practice and Policies to ensure that the required standard and predetermined time-scale are met. The standard include: the Education Acts and other relevant legislation including the employment legislation, health and Safety In the Work Place legislation, Financial Regulations and Standing Orders for Governing Bodies as set out by Hackney Learning Trust, the DfES Financial Toolkit, the School's Equal Opportunities Policy and the Data Protection Act 1984.
- e. To attend meeting of the Governing Body and its Committees, as necessary, and liaise with Chair of the Governing Body and the Chairs of Committees as appropriate.
- f. To attend meeting of the Senior Leadership Team and provide advice, guidance and information. To attend staff meetings.
- g. To review and revise the Codes of Practice and Policies annually.
- h. To carry out tasks as reasonably directed by the Headteacher.

C. BUSINESS AND ADMINISTRATION

- a. To advise parents on how to apply for grants and remissions of charges.
- b. To advise parents on matters relating to financial payment processes, including payment and administration of school meals.
- c. To support the preparation of statistical reports and the completion of returns in conjunction with the Head teacher, administrative staff and other members of staff, including returns of information to the London Borough of Hackney, The Learning Trust, the Department for Employment and Skills, QCA and other agencies authorised to receive such information.
- d. To support the administrative staff and the Leadership Group in keeping the School's attendance records', monitoring attendance and providing reports and returns as required.

- e. To ensure that catering services meet the need of the school.

D. FINANCE

- a. To have overall responsibility for the keeping, maintaining and reconciling of all the School's accounting records. These include the delegated budget, additional grants and funding, school funds, school journey accounts and the financial aspects of school activities and functions. To abide by Financial Regulations and the School's Code of Financial Practice.
- b. To implement the DfES guidance.
- c. To review the Code of Financial Practice annually.
- d. To provide information and advice to the Governing Body on budgeting, financial planning and the development of a long-term financial strategy. Together with the Head teacher and the Finance Committee to plan and draw up budget estimates and plan forecast budgets for 3 to 5 years consistent with the School's Improvement Plan.
- e. To seek to achieve the best Value for money' in all areas of expenditure by testing the market, monitoring the cost of contracts and services and recommending what should be 'outsourced' and what could be provided 'in-house' to obtain maximum efficiency.
- f. To provide regular monitoring reports to the Head teacher, the Governing Body and its Committees and also to members of staff. To provide regular accounting and monitoring returns to Hackney Learning Trust. To prepare financial returns within the stator time scales, including grants and standard funds returns.
- g. To be responsible for overseeing and controlling all Official Orders, whether issued automatically by the accounting program or manually from the Official Order book and for ensuring that only Budget Holders place orders for equipment, materials, supplies and services from their approved budget allocations.
- h. To have oversight for the proper collection, banking and recording of all income and money collected. To have oversight for the receipt of any monies collected from pupils, staff and parents and ensuring that a receipt is issued. To ensure that money is banked in accordance with the School's Code of Financial Practice. To oversee on a day-to-day basis the proper operation of the School's Petty Cash Account and other cash collections.
- i. To be responsible for ensuring that the School is adequately covered by insurance in all respects, whether by policies maintained by the Diocese of Westminster, Hackney Learning Trust, the London Borough of Hackney or those purchased directly by the School. To seek professional advice when necessary on insurance matters and risk assessment. To carry out a risk assessment in conjunction with Governing Body at least once a year. To ensure that third parties and users of the School premises are adequately insured in accordance with legal requirements and the School's Lettings Policy.
- j. To develop and co-ordinate grant applications from statutory, charity and voluntary organisations and within the ethos of the School maximise income generation. To advise the Head teacher and Governing Body on ways of managing voluntary funds including the benefits of charitable status.

E. FACILITIES MANAGEMENT

- a. To ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements thorough both contracted out and in house provisions including.
 - Manage the performance of the FM managed service contract in relation to agreed KPI and other performance date
 - Arrangements are in place to deal with emergency repairs or call outs
 - Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations
 - Developing and promoting energy efficiency measures
 - Arrangements are in place for the site to remain operational during inclement weather
 - The work of any school staff and contractors meets the requirements of health and safety and other regulations
- b. To be the School's Health and Safety Co-ordinator and Fire Officer and to keep under review and revise, the Health & Safety Policy whenever necessary. To ensure that proper Health & Safety records are kept including: accident records for pupils, staff, parents and visitors; fire drills, first aid, etc.
- c. To assist the Head teacher and Leadership Group in carrying our regular Risk Assessments and as a result implementing findings and recommendations.
- d. To be responsible for ensuring that all emergency, security and safety equipment, including: fire extinguishers, fire alarms, intruder alarms, surveillance systems, etc. Is properly maintained and tested. To ensure that all the statutory notices are correctly displayed.
- e. Together with the Head teacher and Leadership Group to have responsibility for the safety and security of the site and premises and all those who use it. To monitor breaches of security, thefts, damage, etc. and advise the Head teacher on preventative action. Together with the Head teacher and Leadership Group ensure that entrances and exits to the site and premises are properly controlled, that security systems are functioning properly, and that valuable equipment is marked and securely stored.
- f. To assist the Head teacher with drawing up maintenance and repair programmes and time-tables in conjunction with the Premises Committee.
- g. To ensure that an asset register is drawn up and kept covering all areas of the School's functions and activities. To arrange regular stock checks. To work out schedules and costs for the replacement equipment and furniture.
- h. Together with Head teacher and Leadership Group manage and co-ordinate the use of the site and premises by the school and other organisations and agencies. To manage and implement the School's Lettings Policy.
- i. To support the Governing Body and Head teacher in drawing up strategic plans for the development of the site and premises.

F. INFORMATION COMMUNICATION SYSTEMS

- a. To ensure that all administrative and financial data is regularly and securely backed-up by using a whole system back-up as well as separate back-ups of individual data files. To test the backups to ensure that they are reliable and can be restored. To keep permanent audit copies of backups, especially monthly accounts, weekly pupil information and attendance.
- b. To ensure that access to computer systems is by authorised user and is password protected.
- c. To ensure that the School and the Governing Body are registered under, and comply with, the Data Protection Act and any subsequent legislation or regulations.
- d. To be responsible for ensuring that the School's administrative and financial computer systems are properly maintained and regularly upgraded by working in conjunction with Hackney Learning Trust, hardware of the DfES, QCA, LEA etc. with regards to national reporting requirements and providing information.
- e. To work in conjunction with the School's IT managed service and senior staff responsible for oversight of ICT. To ensure that SIP requirements are met and day to day provision is fit for purpose.