

Job Description – School Business Manager

Job Title:	School Business Manager
Reporting to:	The Headteacher
Salary:	P06 - £52,584 - 55,620
Contract:	X4 days - Term Time Only pro rota (39 weeks)
Responsible for:	Office Team, Site Manager
Job purpose:	<ul style="list-style-type: none"> • To support the Headteacher in all aspects of the administration of the school • Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives • To be part of the school's Senior Leadership Team and contribute to the wider development of the school in line with the school's development plan
General Duties	
Leadership and Strategy	
<ul style="list-style-type: none"> • Assist and influence strategic direction making by the School's Senior Leadership Team. • Plan and manage change in accordance with the school development plan • Attend Governing Body meetings (and any appropriate subcommittee) to clarify information and assist decision making • Lead and manage admin staff and site supervisor 	
Financial Resource Management and Fundraising	
<ul style="list-style-type: none"> • Assist the Headteacher to prepare a realistic and balanced budget for submission to the Governing Body • Ensure that projected expectations of income are accurate • Use the agreed budget to monitor expenditure and achieve value for money • Propose revisions to the budget if necessary, in response to significant or unforeseen developments • Provide timely ongoing budgetary information to the Headteacher, budget holders, Governors and LA as required • Prepare forecasts of future year budget trends • Ensure that the placing of orders, checking deliveries and payment of invoices are made promptly and accurately • Ensure that subscriptions, contractors and services are providing good value to the school • Ensure that payments made by card comply with school procedures • Reconcile bank account payments and payroll accounts monthly • Manage VAT reports and transfers • Ensure that cash is collected efficiently and banked promptly 	

- Ensure that Parent Pay systems are managed effectively
- Provide the Headteacher with fully costed proposals, recommendations or bids as required
- Ensure that income from lettings and/or services are invoiced promptly
- Ensure that financial procedures and practice are consistent with school policy
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Assist the Governing Body to review the SFVS each year and respond to any audit recommendations which may arise
- Ensure the school is compliant with policy and school's financial regulations

Administration Management

- Manage the school administrative function and lead office staff delegating tasks as appropriate
- Maintain and modify administrative systems that deliver outcomes based on the school's aims and goals
- Ensure that the school data systems are secure
- Ensure that the school complies with statutory requirements with regard to data protection and the publication of information
- Performance Manage the office staff and the site manager, recommending additional training where appropriate

Human Resource Management

- Oversee liaising with the Payroll provider to ensure that all staff are paid promptly and contracts for new staff are provided and agreed
- Ensure that all administrative aspects of the appointment and employment of teaching and support staff comply with legislation and good practice
- Ensure that personnel records are maintained effectively and provide reports as required (eg. Staff absence data, equality data etc)
- Ensure that new staff receive an induction package providing them with essential information

Facility and Property Management

- Produce and maintain the Asset Management Plan for presentation to governors
- Line manage the site supervisor to ensure repairs/ maintenance work is completed timely and with value for money
- Manage the letting of school premises to external organisations, for the development of the extended day services and local community requirements
- Ensure the school equipment inventory is maintained and up to date – working alongside Cnetso
- Liaise with catering services and other services to ensure continuity and quality of services
- Periodically review the arrangement for school security with the site supervisor
- Seek professional advice with regard to insurance cover and advise SLT on appropriate insurances for the school and manage and implement such schemes accordingly.

Health and Safety

- Ensure the school's health and safety policy statement, related policies and procedures are clearly communicated and available to all staff
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team and Governors
- Ensure the record of Health and Safety inspections are compliant and up to date
- Liaise with contractors with regard to regular health and safety audits
- Ensure that fire evacuation drills and alarm tests are regularly planned and recorded

Other Duties and Accountabilities

- To promote, support and ensure compliance and best practice with respect to the school's Equal Opportunities , Health and Safety Policies and Data Protection and Safeguarding
- Attend relevant CPD training to enhance knowledge and to place the school in a position to be up to date with current legislation and best places to secure external funding and best value for money
- Contribute to the overall ethos, vision and values of the school
- To respect the confidentiality of all information relation to the school, pupils, staff and their families
- Liaise with the PTA (Friends of Barn Croft) to ensure school events and activities are managed in line with correct financial procedures
- Undertake other such duties as reasonably correspond to the general character of the post and commensurate with being a member of SLT, including attending meetings and public events
- To perform any other duties as deemed appropriate and reasonable by the Headteacher