

JOB DESCRIPTION

Job Title:	Assistant School Business Manager
Responsible to:	School Business Director
Responsible for:	Site Manager, Finance Officer, Midday Assistants
Grade/pay range:	PO3 Point 32-35 (Subject to Moderation)
Hours:	36 hours per week, Term Time plus 10 days

Job Purpose

1. Job Purpose

To support the School Business Director in the effective management and delivery of the school's financial and operational services.

The postholder will manage the day-to-day finance function, oversee delegated premises and facilities activities, and directly supervise designated support staff. They will be responsible for ensuring efficient service delivery, robust financial controls and compliance with relevant school policies, procedures and statutory requirements.

The postholder will provide financial information, operational management and support to the School Business Director, who retains overall strategic and financial accountability for the school's business operations, governance and PFI contract.

2. Main Duties and Responsibilities

2.1 Financial Management

1. Lead and manage the day-to-day finance function through FMS, the school accounting package and line manage the Finance Officer.
2. Oversee purchasing, invoices, payments, income, debtors, reconciliations and financial record keeping.
3. Ensure all income and expenditure transactions are accurately coded, recorded and allocated to the correct ledger and cost centre codes within the financial accounting system.
4. Oversee and manage the month end accounting process, including review of bank reconciliations, control accounts, accruals and prepayments to ensure month end deadlines and financial procedures are consistently met.
5. Maintain the Financial Reporting Toolkit ensuring all transactions uploaded are accurate and investigate any errors including variances on cash flow forecast.

6. Oversee the preparation, checking and timely submission of monthly accurate VAT returns and other reports to the Local Authority.
7. Lead and manage payroll and pension administration, ensuring accurate and timely processing.
8. Monitor staffing costs against approved budgets, investigate and resolve all payroll and pension queries and ensure staff pension records are up to date.
9. Check and produce any annual returns for payroll and pensions.
10. Prepare, review and oversee the production and distribution of monthly budget monitoring reports for budget holders including following up any variances and queries.
11. Assist with budget preparation, forecasting, and submission of financial returns.
12. Oversee the year end closedown of the School Accounts in liaison with the School Business Director
13. Oversee the financial management, administration and reconciliation of the school Arbor payment system and cashless catering systems, ensuring that all transactions are accurately recorded, monitoring and reported.
14. Liaise with Arbor and Civica support teams to resolve any operational and financial queries and issues.
15. Support senior management and departments in preparing grant applications and fundraising opportunities.
16. Maintain financial controls, audit trails and supporting documentation, supporting internal and external audits.
17. Ensure compliance with school financial regulations and report discrepancies, irregularities and financial risks.
18. To liaise with the bank in order to ensure effective management of school bank accounts including authorised signatories and other relevant documentation.

2.2 Procurement and Contract Administration

1. Coordinate routine purchasing and procurement ensuring best value is applied to all orders placed, negotiating discounts and obtaining best price available.
2. Obtain quotations and support tendering exercises in accordance with school financial regulations.
3. Maintain supplier and contract records and monitor contract expiry and renewal dates.
4. Monitor routine supplier performance and coordinate non-PFI service arrangements.
5. Ensure procurement and authorisation procedures are followed, referring significant decisions to the School Business Director.

2.3 Premises and Facilities Management

1. Oversee day-to-day premises and facilities operations and line manage the Site Manager.
2. Monitor the Site Manager's planning and coordination of routine, preventative and reactive maintenance and repairs.
3. Monitor the condition of buildings and grounds, ensuring maintenance issues and operational concerns are followed up by Site Teams.

4. Monitor premises expenditure, maintenance schedules and facilities service standards.
5. Ensure appropriate premises records, inspection reports and maintenance documentation are maintained by the Site Manager.
6. Identify and report significant premises issues, operational risks and resource requirements.

2.4 Health and Safety Coordination

1. Coordinate routine health and safety administration and premises monitoring across delegated services.
2. Work with the Site Manager to ensure inspections, safety checks and maintenance schedules are completed.
3. Maintain relevant records and monitor actions arising from inspections and risk assessments.
4. Support fire safety arrangements, emergency procedures and statutory inspections.
5. Report and escalate significant health and safety concerns and compliance issues.

2.5 Staff Management and Supervision

1. Line manage the Site Manager, Finance Officer and Midday Assistants.
2. Allocate work, monitor performance and ensure agreed service standards are
3. maintained.
4. Conduct supervision and performance management in accordance with school procedures.
5. Identify training needs, support staff development and monitor attendance.
6. Promote effective communication, teamwork and efficient service delivery.

2.6 Asset, Records and Information Management

1. Maintain the school's asset and contracts registers, ensuring records are accurate and regularly updated.
2. Coordinate asset checks and maintain appropriate inventories including key registers.
3. Oversee filing, archiving, retention and secure disposal of financial and operational records.
4. Support the implementation of GDPR and information management procedures, ensuring confidential information is handled securely.
5. Report discrepancies, missing records and suspected data breaches appropriately.

2.7 General Business and Operational Support

1. Provide operational and administrative support to the School Business Director.
2. Prepare financial reports, management information and operational documentation.
3. Attend relevant meetings and report on delegated areas of responsibility.

4. Identify opportunities to improve financial procedures, administrative processes and operational efficiency and maintain effective working relationships with staff, suppliers, contractors and external organisations.
5. Undertake other reasonable duties commensurate with the grade and responsibilities of the post.

3. Decision-Making and Accountability

The postholder will work independently within established procedures, taking responsibility for the day-to-day management and coordination of finance, premises and facilities services.

The postholder will supervise designated staff, resolve routine operational issues, monitor service delivery, maintain appropriate records and identify financial and operational risks.

Significant financial commitments, contractual decisions, policy matters and risks must be referred to the School Business Director.

The School Business Director retains overall strategic leadership and accountability for financial management, budget setting, governor reporting, SFVS, Business Operations, audit leadership, PFI contract management and financial governance.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities

8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: Assistant School Business Manager

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signature ..... Date ……..