



ELMBRIDGE PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: School Business Manager

Grade: 8 (pts 26-30) £37,280 - £40,777 p.a.

Hours of work: 34 hours per week, Term Time only plus 5 Inset days and additional 3 weeks to be worked during the school holidays.

Leave to be taken during school holidays

Responsible to: Headteacher and Governing Body

Responsible for: School Administrators, Receptionist, HR & Finance Assistant, Site Managers, Cleaners & Relief Caretaker

Job Purpose:

- To be part of the school senior leadership team, inspiring, motivating and leading by example and make a significant contribution to the growth of the school by providing professional leadership and management of school support staff, in partnership with teaching staff.
- To develop, lead and manage the business, premises and finance and administrative systems

Strategic Leadership and Management

- To ensure the efficient operation of the school's budget
- To produce detailed analysis and evaluation of data, including Pupil Premium, and provide timely reports and strategic advice to the Governing Body
- To ensure effective administrative systems and practices that comply with legal and statutory requirements
- To ensure that the needs of the school are met in the face of government and legislative changes
- To maximise income generation within the ethos of the school
- To act as confidential PA to the Co-Headteachers
- Give a strategic leadership and vision to all aspects of the budget, finance, premises, Health & safety and school management information systems
- Ensure that the school is fully prepared to meet external auditing and SFVS.
- Liaise with the Site Manager, Head Teacher and/or the Buildings and Finance Committee to ensure that the school environment is permanently safe, secure and efficiently run
- To liaise with relevant members of the Local Authority
- To function as line manager for all administration and premises support staff

- To be responsible for communication between the school and its service users
- To attend main governors' meetings and committees as required
- To develop and manage the marketing strategy for the school
- To ensure that the school consistently reviews local and national opportunities to maximise the potential for the school

Finance and Managing Resources

- To ensure maintenance of the FMS Finance System and to lead the schools' day to day financial processing orders, invoices, payments, reconciliations etc
- Preparation of school's annual budget for approval by LA, Headteacher and Governors
- To obtain agreement of budgets and to monitor against budgets – recommending budget revisions to Headteacher and Governing Body. To prepare regular management accounts for budget holders and to report on the financial state of the school to governors
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review
- To act as authorised signatory as delegated by Headteacher
- To ensure that Best Value Statement, and all financial returns for the DfE and LA and other central and local government agencies are compiled and submitted within statutory deadlines
- Preparation of invoices and collection of fees and monies due to the school
- To act as budget holder for: building/site maintenance; administrative supplies; furniture; cleaning/caretaking etc
- Overall responsibility for the Parent Pay system
- Be responsible for ensuring that the school's voluntary funds are administered efficiently, are reviewed and monitored and are externally audited annually, and that accounts are remitted to the Local Authority within deadlines
- Awareness of the school's IT Equipment (Asset) Register and the management of a rolling replacement programme
- To be the point of contact with central and other agencies with regard to grant application, gifts and other donations
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
- To use financial information to identify areas of spending, to assess trends and to advise the head teacher and governors accordingly (Benchmarking)
- Ensure that all cash received in school e.g. dinner monies, trip monies etc is processed as per financial procedures and banked appropriately
- To ensure that the principles and procedures detailed in the Schools Financial Value Standard (SFVS) are adhered to
- To manage lettings and associated income

Premises Management

- Co-ordinate/liaise with the Site Managers and Chair of the Finance & Buildings Committee
- To liaise with Buildings/Electrical/Mechanical professionals regarding proposals/costings of work to be carried out on the premises
- Manage all projects on premises and site and liaise with contractors/LA as required
- To act as the school's Health and Safety Co-ordinator

- To formulate, monitor and implement the school's safety policies to comply with the regulations of the Health and Safety at Work Act and other related legislation to ensure the safety and security of all service users

Human Resources

- To be responsible for the school's General HR function, for the clearance of new staff, medical clearance etc and to ensure that contracts of employment are issued.
- Responsibility for ensuring efficient maintaining of staff records/recording of absence etc on SIMS
- To be responsible for providing advice on recruitment procedures, induction and training. Advise on the process of selection of staff, both supply and contracted teaching staff and support staff, advertising vacancies, arranging interviews, following up references in conjunction with the Head Teacher and the Governors.
- To provide high quality advice/information for Head Teacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters
- To advise Governing Body on the policies needed to comply with legislation concerning employment protection, equal pay etc and the implementation of these policies in the school
- To deliver induction programme to new members of administration and premises staff
- To ensure that sickness and leave of absence records are maintained and monthly returns are remitted to LA, to complete associated insurance claims.
- To maintain confidential staff records and to ensure that staff records held in school by others are kept confidential
- Ensure salary and expenses claim forms are authorised and remitted to LA on a monthly basis
- To have responsibility for Performance Management partner for administrative and premises staff
- Provide return to work discussions with associate staff after periods of sickness absence and maintaining accurate staff attendance records.
- Review and improve staff attendance
- Manage and maintain the school's Single Central Record for safeguarding purposes
- To ensure that there is adequate staff cover to meet the school's needs at all times
- Ensure workforce census is completed accurately and within the timeframe

Whole School Administration

- To manage the administrative function including the administrative ICT facilities, school reception, records and telephones
- To be responsible for the system and general management of the school's computer networks, the maintenance of the Management Information Systems. To act as the System Manager for the computer networks
- Responsibility for management of all the school's administration policies, procedures and data management systems
- Ensure highest degree of welcome for school users visiting or telephoning
- To ensure that all pupil records are efficiently and confidentially maintained including those held electronically

- To ensure that all pupil related returns e.g. absence, School Census, assessment etc are generated and submitted to the relevant agencies correctly and in a timely manner
- To provide for the preparation and production of all school records and publications
- To co-ordinate medical and first aid procedures and staffing
- To ensure that all admission arrangements are made effectively and that attendance is monitored and reported
- To liaise, as necessary, with LA services, DfE and other agencies
- To ensure that staff handbook and school prospectus are reviewed regularly and published
- To keep appropriate records and be responsible for all record retention and archiving in accordance with LA and government guidelines. To manage any Freedom Of Information requests

General

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and work aims of the school.
- Establish constructive relationships and communicate with other agencies.
- Attend and participate in regular meetings.
- Fully respect issues and matters of a confidential nature within the school with high levels of professionalism.
- Promote and ensure the health and safety of all stakeholders (in accordance with appropriate health & safety legislation) at all times.
- Participate in training and other learning activities and performance development as required.

It is expected that some of these duties will be delegated to the administrative staff as appropriate to their job descriptions and role within school.

Signed on behalf of the Governing Body Date

Signature of Postholder..... Date