



Leckhampton

C of E Primary School

Name:

Job Title: School Business Manager

Salary Scale Point: Grade 7

Relationships

- The post holder is responsible and accountable to the Head Teacher and to suitably qualified staff allocated by the Head Teacher.
- To line manage the Finance and Administrative Assistant and premises support staff, and any other teams as deemed necessary by the Head Teacher.

Job Purpose

- To be responsible for finance, personnel and human resource management, site management and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- The School Business Manager will be responsible for line managing the Finance and Administrative Assistant and premises support staff, and any other teams as deemed necessary by the Head Teacher.

Generic Responsibilities:

- Uphold the Code of Conduct of the School.
- To carry out any other duty which is deemed reasonable by the Head Teacher.
- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Adopt confidentiality at all times.

Specific Responsibilities

LEADERSHIP AND STRATEGY

- Be responsible for line-managing finance and administrative assistant and premises support staff including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Attend leadership team meetings and report to governors where appropriate.

FINANCIAL MANAGEMENT

- Management and preparation of school's finances, including School Fund and other external funding for Audit.
- To facilitate and participate in the Governors Annual Internal Audit as part of the School's SFVS submission.
- To prepare annual returns and forecasts as prescribed by the Local Authority or other relevant bodies ensuring compliance with agreed financial practice and ensuring all deadlines are met.
- Preparing financial reports as required by Headteacher, Governing Body and other budget holders; attending meetings of Governing Body, as required, to present reports on financial matters.
- To prepare a three year forecast in consultation with the Headteacher.
- Monitoring of all income and expenditure relating to internal budgets; keeping budget holders informed of their balances and committed expenditure. To act as budget holder as appropriate at the discretion of the Headteacher.
- To control and manage the purchase of all school supplies, ensuring best value, obtaining quotations in accordance with school policy.
- To manage and maintain all computerised and manual records of Accounts in accordance with school policy.
- To process all payments and receipts and monitor expenditure against budget
- Preparation of monthly returns and reconciliation reports (including bank reconciliations), VAT returns and any other financial return required either statutorily or by the Authority.
- Responsible for reconciliation and reimbursement of petty cash.
- To act as the key contact for the School Credit Card and to manage its use in line with the school's financial procedures.
- To administer all chargeable items such as lettings and music tuition ensuring invoices are raised in a timely manner and payments are received promptly
- To manage and coordinate key contracts such as Traded Services, Grounds maintenance, Staff Absence Insurance, Photocopiers and Printers, obtaining quotes in accordance with school policy
- Development of school financial policies and procedures (eg. Lettings Policy) in line with LA requirements and Standing Orders.
- Collating of information and submission of documentation relating to bids for external funding.
- Exploration and management of income generating opportunities (eg. lettings, sales of uniform etc)

PERSONNEL AND PAYROLL

- Working in collaboration with the School Business Administration Team Lead, to be responsible for the management of all staff personnel records.
- To oversee work with the schools' personnel, payroll and pension providers.
- To coordinate the Staff Payroll function: updating information, processing contract amendments, processing claim forms, liaising with payroll provider and HR functions, reconciling monthly payroll.

HEALTH, SAFETY AND COMPLIANCE

- To take a lead on all health and safety compliance in the school.
- Organise health and safety training for staff compliance.
- To take a lead on all issues relating to compliance in the school.
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- With the Head Teacher and premises team, supervise the maintenance of the school site.

- Work closely with the premises team to ensure that appropriate and effective premises management of the school.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- To manage the relationship and contracts with all external providers of goods and services.
- To maintain an up to date Asset Register.
- To arrange and oversee routine maintenance/servicing during the school holiday period.

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School’s strategic plan and in consultation with the post holder.

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Signed by Miss S Porter
 for and on behalf of
 Leckhampton C of E Primary School
 Date

Signed by

Leckhampton C of E Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.