

GREENVALE SCHOOL

TITLE: SCHOOL BUSINESS MANAGER GRADE: PO3

REPORTS TO: Headteacher and through the Headteacher to the Governors

Main Purpose of the Job:

To organise and monitor the School's financial and personnel systems and to manage office functions to ensure an effective service to the school. To line manage administrative staff and premises team (including cleaners). To be an active member of the School Management Team. To support and demonstrate commitment to the vision & ethos of the school. To support the Headteacher in the management of change and improvement.

- Be responsible for & manage the operation and delivery of support services within the school.
- Be responsible for and manage the planning, development and monitoring of support services including management of staff.

Summary of functions:

To manage the school's financial, administrative, premises and personnel functions. to provide support to the Headteacher in relation to school finance and budget.

Finance - to facilitate effective financial control within the school. Working with the Headteacher, the School Business Manager will be responsible for the school's finance function and prepare regular reports and an annual budget for approval by the Governing Body.

Administrative - to monitor and maintain all personnel systems, to manage and monitor finance and administrative systems.

Personnel - to ensure the smooth operation of all systems relating to the employment and payment of staff. To implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with this post.

Tasks

1. ORGANISATION

1. Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
2. Line management responsibilities for admin and premises staff (including cleaning staff).
3. Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.
4. Represent support staff at relevant meetings.
5. Responsible for the recruitment and retention of admin and premises staff (including cleaning staff) involvement in interviews as required

2. ADMINISTRATION

1. Develop and monitor management information systems.
2. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.

3. Be responsible for the design and effective operation of administrative procedures.
4. Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, e.g. DFE.
5. Commission appropriate payroll systems and be responsible for their effective operation.
6. To manage the administrative functions of the school.
7. To support the preparation and production of all school records and publications
8. To act as correspondent for DFE and to be responsible for the records and returns as required.
9. Responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelines.
10. Responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system, including desk top publishing.
11. To handle all matters of an administrative nature which may arise including dealing with irate/ difficult visitors to the school.
12. To liaise with appropriate agencies to ensure maintenance and development work to equipment and software as required, to secure reliable performance from information systems.
13. To organise and deliver school based INSET to staff in the use of the School's information systems.

3. PERSONNEL

1. To line manage the school premises team and so be responsible for the maintenance and development of the site.
2. To line manage administration staff
3. To maintain and monitor CPD for all admin and premises staff
4. To be responsible for administration of staffing matters relating to all staff, e.g. attendance monitoring, clearance of new staff – medical, child protection, and to issue letters of employment. To give advice to Governors on assessment of salaries, expenses, sickness and maternity procedures.
5. To advise act as the main point of contact for staff on matters relating to pay and conditions and liaise with payroll / HR if necessary
6. To maintain confidential staff records.
7. To co-ordinate and assist in the recruitment and selection of all staff.
8. To be responsible for the professional development, performance management and training of admin staff, the premises / cleaning staff
9. To review and maintain accurate personnel information and records including maintaining staff records and documentation, including matters relating to recruitment, training, salaries, sickness, leave, holidays and other absences; to write reports for Occupational Health regarding high levels of sickness, or long term sickness and to undertake administrative tasks associated with the staff recruitment process.
10. Ensure accidents have been reported to the LEA via the appropriate system
11. Ensure hospitality has been arranged for staff development days

4. RESOURCES

1. Be responsible for the provision of specialist advice and guidance to the SLT and the Governing Body etc. on national and local guidelines/ policy/statute etc.
2. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
3. Manage procurement and be responsible for securing relevant sponsorship, identifying the need, and being responsible for securing appropriate licences and insurance.
4. Be responsible for devising marketing and promotion strategies for the school

5. Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development.
6. Develop work specifications and manage support and service contracts e.g. IT, telephones, copiers
7. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
8. Be responsible for planning, monitoring and evaluation of the school budget.
9. Be responsible for the management of expenditure from the school budget.
10. Be responsible for the management of Health and Safety within the school including responsibility for developing H&S policies and Risk Assessments in conjunction with the Headteacher, Premises team and other relevant staff.

5. FINANCE

1. Manage and develop financial statements, forecasts and best value procedures.
2. Attend finance & resources committee meetings to provide information as required, including annual budget statement, CFR Return, Financial Summary; and to provide a report on the budget.
3. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
4. Ensure that there are effective means for communicating information to the Governing Body and the Headteacher to assist them with decision making.
5. Work with the Headteacher and be responsible for the preparation of the annual budget plans for the school ensuring they are submitted to the Governing Body and the Local Authority on time.
6. Provide specific expertise on long term financial management to be involved in the following areas of activity; Budgeting, providing financial advice, accountancy, generating and monitoring income, administering the pay roll, arranging and checking insurance, costing, developing financial policy.
7. Advise the Governing Body on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
8. To prepare quarterly projections of income and expenditure including (SEN) top up funding in order to report to the head teacher, governors and the local authority; to prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors termly and prepare and submit half yearly budget forecasts and end of year accounts for the Local Authority.
9. 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.
10. To monitor all accounting procedures and resolve any problems, including:
11. The ordering, processing and payment for all goods and services provided to the school
12. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
13. Ensure cash expenditure is reimbursed to staff and any cash received is banked.
14. Monitor asset register.
15. Preparation and payment of invoices and collection of fees and other dues, taking legal action with appropriate advice where necessary to recover bad debts.
16. To prepare the final accounts and liaise with the auditors; to provide detailed management accounts for the Governors and the Headteacher to an agreed schedule, reporting immediately any exceptional problems, working with the Bursar to prepare necessary reports.
17. To be responsible for effective liaison with the payroll provider to ensure all staff are paid efficiently including processing of additional hours/ agency pay claims/ unpaid leave etc.
18. To be a counter signatory for the school's bank accounts (including school fund and school journey).

19. To prepare all financial returns for the DFE, LEA and other central and local Government agencies within statutory deadlines.
20. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurance for the school, implementing the approved insurance and handling any claims that arise.
21. To be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status.
22. To be the point of contact with the DFE and other agencies with regard to grant applications, standards fund allocation and expenditure, gifts and other donations.
23. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services; to purchase, either directly or indirectly, the school's energy supplies.
24. To maximise income generation within the ethos of the school.
25. To monitor all spend against the agreed budget.
26. To ensure compliance with the General Data Protection Act.
27. To ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
28. To be the first port of call for parents with queries about subsidies they are entitled to regarding trips and journeys advising them accordingly and taking copies of all the necessary paperwork for proof of identification.
29. To be responsible for the receipt and recording of all monies received relating to Residential trips, ensuring all pupils have paid as required and chasing up bad debts where necessary.
30. To be accountable for the effective and efficient management of all aspects of the school's financial systems and controls in line with FMSIS ensuring all duties are performed and financial controls are executed without unnecessary duplication of duties.
31. To liaise with the PFI re charges and deductions and the LEA and ensure all invoices / monies owed are accounted for.

6. RESPONSIBILITIES

1. A middle leader at the school offering financial and personnel support and advice as required.
2. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and support diversity and ensure equal opportunities for all
4. Contribute to the development and implementation of the overall ethos/work/aims of the school.
5. Develop constructive relationships and communicate with other agencies/professionals.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. To obtain appropriate legal advice where necessary.
9. To be one of two key holders for the school safe.

7. EQUALITIES

1. Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities
2. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School