

<b>Great Tew Primary School</b>	
Job Title	School Business Manager
Salary Scale	Grade 10 Level 4 Administration & Organisation
Conditions of Service	Part time, two days per week – or equivalent hours (16) £30,507 – £32,878 (Grade 10 range) pro-rata <i>As per OLA Hourly Pay Rates</i>
Responsible to	The Head Teacher

### **Role and Responsibilities**

1. To contribute to the overall organisation, management and direction of the school.
2. To maintain oversight of designated areas of whole school organisation and development and to take responsibility for a range of specific duties and tasks, as outlined below.
3. To share responsibility, with the Head Teacher and the School Leadership Team, for monitoring and evaluating school progress against the stated objectives and targets of the School Development Plan in specific areas
4. Delivering additional actions as may be agreed to be necessary.

### **Financial Management**

1. To prepare an annual budget, in liaison with the Head Teacher, to be submitted to the Governing Body and to provide specific expertise and advice in long-term financial planning/management.
2. To ensure the school has appropriate financial systems, managing all aspects of the school's finances and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.
3. To be responsible for accurate record keeping that enables effective analyses of the school budget and to prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Body and the School Leadership Team.
4. To advise school budget holders and ensure that budgets are monitored and managed effectively.
5. To monitor procedures for the safe collection, correct handling, recording and banking of cash and related tasks in accordance with financial regulations.
6. To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required; and that goods and services are ordered, received and paid for in accordance with the Schools Financial Value Standard (SFVS).
7. To ensure that the school holds appropriate insurance cover and other licenses as may be required.
8. To identify and pursue sources of additional funding, sponsorship and grants. To prepare bids for funding as required.
9. To initiate and manage audit procedures to comply with all audit requirements.

10. To use benchmarking to evaluate relative spending trends, inform the Head Teacher of causes of significant variance or unforeseen developments including suspected fraudulent activity.
11. To prepare appraisals for particular projects and the development of long term initiatives for the school.
12. To attend meetings of the full Governing Body relating to budget setting or other key functions of the Business Manager role.
13. To oversee the school's payroll arrangements, ensuring accurate and efficient processes are in place.
15. To ensure that the school complies with the Schools Financial Value Standard (SFVS).

### **Administration and Management of Information Systems across the school**

The Business Manager will be responsible for all aspects of administration across the school. Specific responsibilities include;

1. To line manage the administrative staff to ensure the efficient and effective running of the school office and its functions.
2. To liaise with IT contractors to coordinate planning for the effective provision of ICT resources at the school including hardware, software, the web site, learning platform, reprographics and telephone system.
3. To ensure that the school office completes all necessary statistical returns to the DfE, the LA and any other relevant bodies
4. To ensure the adequate systems and processes are in place for the inventory of equipment, involving governors where required.
5. To ensure the efficient operation of information management systems including the pupil progress tracking system.

### **Personnel Management**

1. To be responsible for the administration of personnel matters, including appointments, contracts of employment, DBS and medical checks, conditions of service, and discipline and grievance matters, making recommendations as necessary to the Head Teacher and Governing Body, and to participate in the recruitment of support staff.
2. Ensure that appropriate systems are in place to enable the School Office to maintain and upkeep staff confidential records.
3. To ensure the single central record is kept up to date.
4. To be responsible for administrative staff, catering staff, the caretaker and cleaning staff.
5. To provide effective means to develop skills, effective systems of appointment, induction and performance review and for making recommendations to the Head Teacher on the effective use of support resources.
6. To manage staff attendance and leave.
7. To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.

### **Site Management**

1. To be responsible for all aspects of licensing, premises, project and asset management.
2. To consult with the Head Teacher and the Buildings Working Party, ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out.

3. To oversee premises related projects, ensuring that all necessary testing, inspections, procurement and consents are carried out or obtained to ensure the school's buildings management compliance.
4. To liaise with the contracted buildings management company and outside contractors as necessary.
5. To ensure arrangements are in place for a high quality/value for money grounds maintenance service.
6. To deal with all external agencies delivering services to the school and to deal with all aspects of tendering and managing of contracts.
8. In liaison with the Head Teacher ensure that arrangements are in place with regard to the security of the building and out of hours/holiday key holder arrangements.
9. To be responsible for the emergency closure/evacuation policy and plan.

### **Health, Safety and Welfare**

1. To keep school Health and Safety policies under review and to ensure, in liaison with the Head Teacher and Link Governor that all required procedures are in place and observed, including risk assessments and training records.
2. To report to governors on Health and Safety and advise all staff as appropriate.
3. To ensure school medical policies are in place and to ensure that required procedures are observed.
4. To ensure that catering arrangements meet food-related health and safety requirements.
5. In liaison with other office staff ensure that all required maintenance checks are carried out at the required intervals.
6. In liaison with the Head Teacher plan, instigate and maintain records of fire practices and alarm tests.
7. To implement continuous improvement to the management of school HSW.

### **Professional Development**

1. To take responsibility for one's own professional development in order to ensure continued effectiveness in the role.
2. To participate in the Performance Management arrangements of the school.

### **General responsibilities**

1. To participate in Staff Training Days and other training opportunities as required.
2. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
3. To contribute to the School Development Plan.
4. To provide support as relevant to the Head Teacher.
5. To undertake any other reasonable duties as may be agreed from time to time with the Head Teacher.