



## **BADDOW HALL INFANT SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** School Business Manager

**Scale: 7 point 19-20**

**Responsible to:** Head teacher

**Responsible for:** Administrative Staff /Catering Staff

**Purpose of job:** To manage and develop the administrative, financial, personnel and pupil related procedures and systems to ensure the provision of an efficient and effective service to the school community.  
To undertake line management of the administrative and catering staff and take responsibility for staff development within these areas.

**Liaison with:** Senior Management, governors, teaching and non-teaching staff, visitors and outside agencies.

**Key Tasks:** To attend meetings of the Senior Management Team when specific input is required.  
To attend Governing Body meetings informing members on financial matters.  
To promote a positive image within the local community, outside agencies and to other potential stakeholders.

### **Finance**

- In conjunction with the Head teacher plan and prepare the annual budget for Governing Body approval. To monitor both delegated and private funds throughout the year and advise Head teacher and Governing Body on important budgetary considerations as they arise.
- To take overall responsibility for financial administration relating to delegated and private funds and to maintain all computerised and manual accounts.
- To have responsibility for the filing, security and retrieval of financial data.
- To monitor the collection and banking of all monetary receipts made by office staff ensuring correct recording and entry onto the appropriate school system (FMS6/School Money).
- To monitor and investigate financial discrepancies and, advise Head teacher / Chair of Governors/Governing Body where appropriate.
- In line with agreed procedures to authorise expenditure and reimbursement up to agreed limits (see Financial Regulations).
- To ensure correct payment against properly agreed invoices for goods and services.
- To undertake the annual review and update of school financial regulations and other procedural documents and to advise relevant personnel of any significant changes.
- To ensure that all financial administration is carried out in accordance with appropriate LEA and school financial regulations and policies.
- To resolve financial queries from suppliers and undertake monthly reconciliation of bank accounts.
- To produce and evaluate monthly financial reports and to attend relevant Governing Body meetings as required
- To work in conjunction with any appointed external Finance Manager regarding all financial matters, including the preparation and submission of all relevant financial returns and implementation of instructions issued either by the LEA, DfE, or the Governing Body via the Head teacher.
- To ensure that all annual documentation is presented, signed, recorded and submitted in accordance with LEA requirements and deadlines.
- To prepare action plans following annual ICE audit and to implement changes as necessary.
- In conjunction with the Head teacher and any appointed external Finance Manager, to undertake termly updates to the school 3-year plan for governor information.
- To advise the Clerk to Governors of any financial items for inclusion in meeting agendas/for discussion and approval. To inform the clerk of any subsequent amendments that should be recorded.
- To help to ensure that best value procedures are followed.
- To provide information for, and assist in the application for all special purpose bids.
- To purchase principal commodities, goods and services for school use in line with agreed procedures.
- To prepare and submit all payroll related documentation using Juniper payroll systems and to adhere to advised monthly deadlines.
- To input monthly payroll data onto the school systems informing Head teacher of any significant discrepancies and instigating remedial action. To ensure that accurate information is reflected on school systems.

### **Premises**

- In conjunction with the junior school to monitor whole site contracts, tenders and agreements for utilities and support services and ensure timely payments are made.
- To liaise with the Site Manager and other staff regarding repairs and maintenance to school site, making payment as appropriate.
- To coordinate the purchase of furniture and fittings as required.



### **Personnel**

- To co-ordinate and assist in the recruitment of all staff.
- To be responsible for all personnel matters and administration associated with all appointments, including new starters, staff contract changes and queries, staff resignations. Other duties will include pre-employment checks, payroll submissions and contracts.
- Responsibility for maintaining the Single Central Record ensuring accuracy and compliance with current statutory guidance
- To be responsible for the professional development, appraisal and training of administrative and catering staff.
- To maintain manual and computerised personnel records and to ensure that all personnel matters are properly dealt with including the secure storage of confidential staff records.
- To arrange known teaching and support staff cover. To be a point of contact for support staff to notify ad-hoc absence, arranging appropriate cover as necessary.
- To undertake claims procedures relating to supply payments, staff overtime and other reimbursements.
- To assist with the recruitment and the selection of administrative staff.
- To advise the Head teacher and Governing Body on pay and contractual matters.

### **Catering**

- To line manage the catering staff and ensure appropriate external support to enable all Health and Safety regulations and food standards to be met.
- To undertake Performance Management reviews for catering managers.

### **Administrative and Management**

- To manage all administrative functions, (including school reception and complex enquiries).
- To allocate and supervise work of administrative staff, ensuring delegation of duties and workflow deadlines are met. To arrange appropriate programmes of induction, probation, training and development.
- To act as confidential PA to the Head teacher and attend to all confidential administration as required.
- To draft school documentation in conjunction with the Head teacher and other staff.
- To prepare and/or supervise the production of school publications and information for parents and to ensure that school documents are updated in line with school policy.
- To develop and revise administrative procedures as necessary.
- To supervise the completion of returns as required by the LEA, DfE, including accident reporting.
- To undertake Performance Management reviews for administration staff, identifying learning development and training opportunities for discussion with the Head teacher.
- To share responsibility for general first aid, inhaler usage and welfare or intimate care of children as necessary.
- To monitor income received from school lettings to ensure viability and to authorise ongoing hire agreements.
- To undertake any training commensurate with the post.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services are provided in accordance with the school's Equal Opportunities Policy.
- To undertake any other duties as may be reasonably requested by the Head teacher.

### **GDPR**

- To work with the Head teacher to ensure ongoing compliance of school administrative procedures
- To update school website with key GDPR policies and other documentation
- To be an Information Champion for the school providing advice and guidance on procedural issues to the Information Governance Board

Signature of Head teacher ..... Name:

Date:

Signature of Post holder ..... Name:

Date:

**The Governing Body of Baddow Hall Infant School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share that commitment. We follow safer recruitment procedures for all appointments, which are subject to an enhanced DBS check, medical clearance and satisfactory references.**

**The duties above are neither exclusive or exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.**

# **PERSON SPECIFICATION School Business Manager**

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment or comparable experience level GCSE Maths and English Educated to NVQ Level 3 or equivalent Recognised first aid qualification (or willingness to complete)
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake complex calculations
	Technology	Ability to use photocopier Ability to use Microsoft Office, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
<b>Working with children</b>	Negotiating	Ability to consult with colleagues in an effective way
	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
<b>Working with others</b>	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
<b>Responsibilities</b>	Information	Ability to provide timely and accurate information
	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
<b>General</b>	Creativity	Ability to follow instructions effectively
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others