



LINCEWOOD PRIMARY SCHOOL

School Business Manager

Recruitment Information for Applicants

Application Closing Date: Midday 6th March 2020

Interviews: To be confirmed

The successful candidate will be required to complete a six-month probationary period.

Queries

Please direct any questions to Mrs Lewis or requests for visits to the school office.

School Business Manager

Pay Range: Scale 8/9

Position Start Date: 1.9.2020 (possibility for early start where appropriate)

Contact Type: Full time

Contract Term: Permanent

Application close: 6th March 2020

Date of Interviews: TBC

We are currently seeking applications for the position of School Business Manager.

We wish to appoint a self-motivated, efficient and positive team member to take on this role in a busy and supportive school.

This is a full time post with annual leave to be taken during school closure periods.

The successful applicant will be responsible for.

- Finance
- Personnel
- Premises

We are seeking an individual who has:

- excellent organisational and interpersonal skills.
- proven finance and business experience.
- a calm and professional approach.
- the ability to show initiative and meet challenges where necessary.
- excellent leadership and management skills
- a commitment to safeguarding

Visits to the school are welcome and can be arranged by calling the office on 01268 412888

School Business Manager

Job Description

Job Title: School Business Manager
Job Salary: Scale 8/9 plus Fringe Allowance
Responsible to: Headteacher
Hours/Weeks: Full time including holiday entitlement

Job Title	Business Manager
Grade	2020 Scale 8/9
Reports to	Headteacher
Job Purpose	<ul style="list-style-type: none">• To oversee a financial system that is efficient, secure, solvent and provides the school with best value for money.• To provide the Headteacher and Governors with the financial information that allows them to make informed decisions concerning the financial management of the school.• To have oversight of the school premises and to oversee the work of the Premises staff.• To lead the implementation of major site improvements.• To oversee all contract matters relating to support staff personnel
Duties	<p>FINANCE</p> <ul style="list-style-type: none">• To prepare an annual budget for consideration by the SIB and Governing Body.• To transfer the approved budget to the computer system with the associated expenditure and cash profiling.• To monitor the actual budget against expenditure and give notice to the governors of any significant variations.• To provide budget details to the SMT (Monthly), Governors' SIB monthly and Governors (termly)• To make monthly checks in conjunction with the Finance Officers for bank reconciliation and payroll returns.• To ensure the school's cash flow is monitored and reported to Governors.• To oversee and check the accuracy of all payments/grants made to the school.• To complete the annual returns required by the LA and DCSF (eg. Census).• To submit any bids on behalf of the school for those standard fund monies that are only available through a bidding process.• To calculate the annual capitation allowances made to departments and submit these to the SMT.• To prepare and submit quarterly financial returns as required by the LA.• To prepare all the documentation necessary for the annual School Fund audit and submit the final accounts to the Governing Body.• To maintain an Assets Register and the Register of Business Interests.• To keep an up to date version of the "Financial Regulations".• To update modules and act as systems manager for the administrative and educational software provided by SIMS.• To advise the Headteacher and Governors on insurance.

	<p>INCOME GENERATION</p> <ul style="list-style-type: none"> • To review and maximise income generation <p>PREMISES AND HEALTH & SAFETY</p> <ul style="list-style-type: none"> • To assist the Head in matters of health and safety throughout the school including emergency procedures. • To ensure that condition surveys of the school premises are carried out termly. • To take charge of the tendering process • To manage building projects and renovations. • To liaise with architects, surveyors, contractors, LA as necessary. • To oversee cleaning in liaison with the line manager. • To ensure that fixtures and fittings are effectively maintained and are fit for the purpose. • To assist in grant applications related to school premises. • To assist in budgeting and management of capital grants. • To be responsible for procedures relating to accident reporting. • To oversee all lettings. <p>PERSONNEL</p> <ul style="list-style-type: none"> • To produce contracts of employment • To enter salary scales correctly on the personnel system • To liaise with payroll over hourly paid staff • To input additional hours on e-payroll • To check payroll returns and input analysis into the system. • To liaise on pensions matters with appropriate bodies. • To implement pay awards on e-payroll. • To liaise with the non-teaching line managers to ensure induction, professional development and appraisal of support staff. • To ensure support staff job descriptions are in place, current and accurate. • To advise, with support of the Education Personnel Services, on matters of pay, pension rights, early retirement and sickness and maternity benefits.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • To assist the DPO with all matters relating to GDPR and data protection legislation • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

SCHOOL BUSINESS MANAGER		
General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NCSL qualification or equivalent (desirable) Knowledge and experience of school financial management
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management
	Literacy	Good pass in English GCSE (or equivalent)
	Numeracy	Good pass in Maths GCSE (or equivalent)
	Technology	Thorough working knowledge of ICT and the software relating to finance
Communication	Written	Ability to complete complex returns, write complex letters and reports.
	Verbal	Ability to exchange complex information clearly and sensitively. Ability to address SMT and Governing Body
	Languages	Seek support, as appropriate, to overcome any communication barriers with children and adults.
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
Working with others	Working with partners	Establish effective relationships with those working in and with the school. Represent the school at LA and consortium meetings.
	Relationships	Needs to be empathetic, assertive and a good role model
	Team work	Able to work effectively in teams as member or leader
	Information	Develop and implement effective systems to share and safeguard information.
Responsibilities	Organisational skills	Able to self manage and make decisions and work on own initiative
	Line Management	Able to manage, motivate and support the work of others, act as role model
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety.
	Child Protection	Understand and comply with Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality and GDPR
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance