

HAZELMERE JUNIOR SCHOOL

Job Description – School Business Manager

Job Title	School Business Manager
Grade	Scale 9
Reports to	Headteacher
Liaison with	Teaching Staff, Support Staff, Pupils, Governors, Essex HR Services
Job Purpose	<ul style="list-style-type: none"> • To plan, coordinate and manage the administrative support functions across the school ensuring an effective service for staff and students • To operate, maintain and develop financial procedures and systems • To provide a comprehensive personnel and HR service in liaison with the Headteacher and Education HR • To co-ordinate the maintenance of the school site and its buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property • To advise members of the Senior Leadership Team on all non-teaching matters so as to contribute to the successful and effective operation of the school •
Duties Key Tasks	<ul style="list-style-type: none"> • To function as a member of the Senior Leadership Team, ensuring that the decision making is part of a shared process • To attend Governors meetings, advising Governors where appropriate • Promoting the school within the community
Financial	<ul style="list-style-type: none"> • To monitor all accounting procedures and resolve any problems, including: The ordering, processing and payment for all goods and services provided to the school. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Maintaining and inventory and preparation of invoices and collection of fees and other dues • To be responsible for liaising with the LEA for the provision of a comprehensive payroll service for all school staff • To prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines • To prepare, for approval by the Governors, annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to Governors • To be responsible for seeking professional advice on insurance and advising the other members of the Senior Leadership Team on appropriate insurances for the school, and handling any claims that arise

Premises	<ul style="list-style-type: none"> • To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property • To co-ordinate the upkeep of playing fields, gardens, all weather surfaces. To ensure the maintenance of boundaries • To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community • To co-ordinate the purchase, repair and maintenance of all furniture and fittings • To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the school's energy supplies • To maximise income generation and energy saving within the ethos of the school
HR/Personnel	<ul style="list-style-type: none"> • Working with the Headteacher and Senior Leaders to ensure the school's staffing structure, staff plan and job descriptions are maintained and adjusted to meet changing needs and resources • In liaison with the Headteacher and Senior Leaders, plan and manage the recruitment, selection and appointment procedures for all teaching and support staff, including all pre-employment checks, i.e. DBS clearance and medical • Be responsible for all administration associated with the appointment, allocation and resignation of staff including payroll documentation and contracts and to be responsible for maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance • Advise the Headteacher, Governors, Managers and staff (in consultation with Essex CC HR Services) on matters relating to pay, conditions of employment and pensions • Advise the Headteacher, Governors, Managers and staff (in consultation with Essex CC HR Services) on the application of school employment policies and procedures including: <ul style="list-style-type: none"> ○ Recruitment, selection, appointment and promotion ○ Pay ○ Performance Management ○ Leave of absence, including sickness absence and directly operating the monitoring and return to work interviews ○ Capability, including arrangements with the Occupational Health Services where necessary ○ Misconduct (discipline) ○ Grievances ○ Equal Opportunities in Employment ○ Redundancy and redeployment • To line manage administrative staff, premises and midday staff • To be responsible for the professional development, appraisal and training of all administrative, premises and midday staff

<p>Headteacher's Personal Assistant</p> <p>Administration</p>	<ul style="list-style-type: none"> • Work with the Headteacher, Governors and Senior Leaders to ensure due attention is paid to staff occupational health and welfare and the work-life balance of all staff • Implement and advise on normal age and early retirement procedures • Ensure staff personal record files are properly maintained and secured and that data is handled in accordance with statutory provisions and school policies • In the case of any staff long term absence, ensure that cover is found and in liaison with Senior Leaders, adjust timetable accordingly • To ensure adequate administrative cover during school holidays, busy periods or in the case of staff absence. • To contribute to school improvement and development by ensuring effective deployment of support team and assisting with revising roles where necessary. • To act as the personal and confidential Personal Assistant to the Headteacher. Dealing with correspondence, attending meetings etc, on behalf of the Headteacher • To manage the administrative function, including school reception, reprographics and records • To provide for the preparation and production of all schools correspondence, records, policies and publications • To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness • To be 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 systems, including desk top publishing. Acting as System Manager for the administrative computer network • To handle all other matters relating to the administrative nature which may arise
<p>General</p>	<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 • 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.