## Job Description



Job Title	School Business Manager			
Grade	Band 4			
Reports to	Headteacher			
Liaison with	School Staff			
Job Purpose	To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the other members of the Senior Management Team and Governors To advise the other members of the Senior Management Team on all non-teaching matters so as to contribute to the successful and effective operation of the school			
Duties Key Tasks	<ul> <li>To function as a member of the Senior Management Team, ensuring that the decision making is part of a shared process</li> <li>To attend Governors Finance/Premises and Personnel Committee meetings, advising Governors where appropriate</li> <li>Promoting the school within the community</li> </ul>			
Financial	<ul> <li>To ensure the school is GDPR compliant</li> <li>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</li> <li>To be responsible for liaising with the LEA for the provision of a comprehensive payroll service for all school staff</li> <li>To prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines</li> <li>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</li> <li>To be responsible for seeking professional advice on insurance and advising the other members of the Senior Management Team on appropriate insurances for the school, and handling any claims that arise</li> <li>To manage and maintain the Asset register and report annually.</li> </ul>			



Premises	<ul> <li>To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community</li> <li>To co-ordinate the purchase, repair and maintenance of all furniture and fittings</li> <li>To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the schools energy supplies</li> <li>To maximise income generation and energy saving within the ethos of the school</li> </ul>
Catering	<ul> <li>To manage the Catering facility, including preparing and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of school meals.</li> </ul>
Personnel	<ul> <li>To be responsible for personnel matters relating to all staff, for the clearance for new staff – medical, child protection and to arrange the issue of contracts of employment.</li> <li>To maintain confidential staff records</li> <li>To line manage administrative staff, Catering Manager, lunchtime supervisor and Caretaker</li> <li>To co-ordinate and assist in the recruitment of all staff</li> </ul>
Safeguarding	<ul> <li>To manage and maintain the Single Central Record</li> </ul>
Administration	<ul> <li>To manage the administrative function, including school reception, reprographics and records</li> <li>To provide for the preparation and production of all schools correspondence, records, policies and publications</li> <li>To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness</li> <li>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 administrative computer network</li> <li>To handle all other matters relating to the administrative</li> </ul>
	nature which may arise



General	<ul> <li>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.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>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</li> <li>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</li> </ul>
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## PERSON SPECIFICATION

## School Business Manager/PA to Headteacher (Primary)

Education and Qualifications	Essential	Desirable	How identified
English and Maths GCSE C grade or higher or equivalent	$\checkmark$		A/C
Relevant business / administrative qualifications			A/C
A relevant professional management qualification		$\checkmark$	A/C
Professional Accounting qualification		$\checkmark$	A/C
Knowledge and Experience			
Experience with Microsoft Office packages to include Word, Excel and Publisher			A / I / R/ T
Working in a school environment			A/I/R
Experience of general office duties		N	A/I/R
Minimum of three years work experience in finance			A/I/R
Knowledge and experience of a variety of financial			A/I/R
management systems/processes and procedures	V		A/I/K
Ability to manage and motivate staff			A/I/R
An understanding of health and safety in schools		$\checkmark$	A/I/R
An awareness and understanding of school and/or public sector Finance Management System			A/I/R
Knowledge of the school funding system.			A/I/R
Experience of understanding financial information,			A/I/R/T
managing budgets effectively and ensuring financial propriety			
Experience of Human Resources Management			A/I/R
Experience of Premises Management	$\overline{\mathbf{v}}$		A/I/R
Experience of supporting and undertaking strategic management	Ń		A/I/R
Experience of delivery of best value			A/I/R
Experience of working effectively in cooperation with a wide range of internal and external partners.	$\overline{\mathbf{v}}$		A/I/R
Clear understanding of Safer Recruitment			A/I/R
An understanding of school management issues,			A/1/R
including the role of the Governing Body		N	A/1/N
Skills and Abilities			
Ability to lead the newly formed admin and ancillary	$\checkmark$		A/I/R
teams			
Develop good personal relationships within a team			A/I/R A/I/R
Excellent written and verbal communication to a variety of audiences	N		A/I/K
Proven high level negotiation skills including strategic, analytical and flexible thinking	$\checkmark$		A/I/R
Highly developed interpersonal skills			A/I/R
Ability to develop and review administrative systems	V		A/I/R



Ability to analyse data and evidence of higher level ICT			A / I / R/T
skills			
Show analytical skills in order to be able to support		$\checkmark$	A/I/R
decision making.			
Ability to be well organised and use initiative and			A/I/R
prioritise work			
Ability to interpret legislations and regulations			A/I/R
Ability to follow instructions			A/I/R
Personal Qualities			
Commitment to high educational, professional and			A/I/R
personal standards			
Empathy and respect for children, parents and their			A/I/R
needs			
A commitment to the principles of safeguarding			A/I/R
Be flexible with high levels of motivation and a 'can do'			A/I/R
attitude			
Have a strong awareness of confidentiality and			A/I/R
discretion at all times in the disclosure of information			
regarding all aspects about the School.			
A passion for inclusive education in a multi-ethnic			A/I/R
environment			
Ability to be ambitious for self and others			A/I/R
Able to manage stressful and challenging situations			A/I/R
Be approachable, committed and resourceful			A/I/R
A calm, controlled manner and a good sense of			A/I/R
humour			
Other requirements			
Excellent record of attendance and punctuality			A/I/R
Enhanced DBS check			A/I/R
Commitment to equality of opportunity for all pupils			A/I/R
irrespective of their ability, race or gender, both in			
principle and practice.			
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A = Application I = Interview C = Certificate R = Reference T = Task