

Accountable to: Head Teacher and Chair of Finance, Premises and Personnel Committee

Hours: 37hrs per week. 40 weeks per year

As a member of staff at South End Infant School you will take responsibility for promoting and safeguarding the welfare of children and young people within the school.

The School Business Manager will provide expertise and lead in the areas of financial management, payroll, personnel management, facilities management, estate management and marketing to the school.

ROLE PROFILE & RESPONSIBILITIES

MAIN PURPOSE OF JOB

- To establish, lead, manage and develop financial, personnel and estate management processes in order to:-
 - Ensure that the school makes best possible use of its resources,
 - Comply with statutory obligations,
 - Achieve the sustainable development of the school.
- To lead and manage administration staff (office staff, midday supervisors, site supervisor and school cleaners)
- To work in close conjunction with the Site Supervisor to implement H&S practices to ensure best value procurement, implementation of the Finance, Premises and Personnel committee's requirements and financial forecasting for sustainability for premises.
- To ensure that non-teaching support staff are used and supported effectively.
- To understand the effects and implications of government policies, legislation and directives, as they apply to the post in question, and develop effective strategies for current initiatives and long-term educational trends and developments
- To support the strategic direction and development of the school as financial advisor to the Senior Leadership Team.
- Be responsible for planning and scheduling own work as well as co-ordinating external resources, and/or work from other service areas or allocating work to a small work group or discrete team
- Aid the Head Teacher to support their accountability for financial and general management
- Report and advise efficiently to the Chair of the Finance, Premises and Personnel Committee
- Provide first-level advice to the Head Teacher and Governors on a range of people management issues ensuring that employment legislation, school and council policies and procedures are followed
- Co-ordinate efficiently with the LA School Finance department and IT support team
- Be responsible for implementation of GDPR principles and work closely with DPO and Governors.

FINANCE MANAGEMENT

Budget

- Lead and manage the financial support for the school
- Prepare for approval by the Head and Governors the annual budget producing out-turn reports and carrying out year-end procedures.
- Advise on the intended use of external funds and any other grants.
- Prepare the three-year budgets, in line with long term strategy.
- Monitor the school budget and report to Head and Governing Body.
- Use financial information and benchmarking tools to identify areas of relative spending, assess trends and directly advise the school leadership team accordingly.
- Advise the Leadership & Management Excellence Committee on relevant strategic issues and report on financial situation
- Advise the Finance, Premises and Personnel Committee of their statutory and other obligations.
- To produce data and reports on financial matters as required by the Head and Governors.
- Ensure compliance with SFVS (Schools Financial Value Standards).

Accounting Procedures

- Ensure that correct and robust financial controls and procedures are in place
- To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the school's agreed financial procedures.
- To receive, record and bank income received (cash, cheque or Direct Debit) and issuing receipts as required.
- To be responsible for petty cash, ensuring all transactions are recorded in accordance with agreed procedures.
- To carry out reconciliation of bank statements.
- To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
- To deal with payment of invoices, recording details and preparing for authorisation.
- To deal with the production of all financial returns in a timely and accurate manner.
- To keep up-to-date assets register
- To check monthly payroll reports and record the expenditure in the accounts.
- Prepare all financial returns for the DfE, LA and other government agencies within statutory deadlines.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Income

- Maximise income generation within the ethos of the school.
- Secure funds to which school is entitled
- Source, prepare documentation and secure bid based competitive funding.

Expenditure

- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Purchase, either directly or indirectly, the school's energy supplies.

- Buy and manage relevant insurance.
- Seek professional advice on insurance and advise the governors on appropriate insurances for the school.
- Implement the approved insurances and handle any claims that arise.
- Ensure that the principles of best value are applied.

HR Administration

- To process and accurately maintain manual and computerised HR record systems, including annual leave records for full-time staff and any special leave records for all staff.
- Maintain confidential staff records.
- To ensure all new staff are provided with the relevant forms and information they require in order to facilitate payroll / HR processing and that they are given guidance to key information and policies to aid their induction.
- To ensure compliance with and application of the school's requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.
- To produce data and reports on Human Resources matters as required by the Head.
- To undertake training relevant to your role to ensure that you remain up to date with current HR policies and procedures.
- Attend employment tribunals.
- Provide leadership and guidance for administration staff
- To attend HR team meetings, including training events.
- Attend Finance, Premises and Personnel Committee and advise them of their statutory and other obligations
- To dress in a professional manner, particularly when meeting external job applicants, HR service providers and training providers.

Payroll

- To oversee the administration and processing of the monthly payroll changes
- To ensure the collection of pay related information ready for input to the monthly payroll.
- To process training expenses/travel forms, timesheets and absence forms.

Recruitment

- To lead on safer recruitment processes
- To assist with the development of job descriptions and person specifications in conjunction with senior staff.
- To arrange for pre-employment checks to be carried out i.e. references, medical and DBS clearances, right to work in UK and qualification checking.
- To prepare letters of appointment and associated documentation and action staff changes.
- To work with all local and bought-in HR contacts to ensure accuracy, consistency and prompt issue of staff contracts of employment.

ESTATE MANAGEMENT

- Assist the Site Manager as required with the administration of:
 - managing the maintenance of the school site and buildings,
 - preparing maintenance schedules,

- the efficient operation of all facilities on the property.
- overseeing energy conservation
- Ensure that premises projects are well managed and adhere to statutory and NCC guidelines.
- Be involved in the development of extended school activities.
- Assist the Site Manager in risk assessment.
- Know about health and safety regulations (particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of the school premises and facilities) and ensure that they are adhered to.
- Know the elements of fire safety and the associated risks to the school through the process of risk assessment. Act as Fire Safety Office in the absence of the Site Manager.
- Lead the school's environmental management system.

General

- Communicate with Head and/or SLT to ensure implementation of new legal duties that apply to the post in question.
- To undertake any other duties of a similar level and responsibility as may be required including filing and administrative assistant to ensure the smooth running of the school office.
- Act as Associate Member of FPP committee.
- Manage the administration computer network and act as system manager
- Take on specified tasks related to the day to day administration and organisation of the school
- To perform as necessary other duties of a similar or related nature to those outlined above.
- To be responsible for safeguarding and promoting the welfare of children you are responsible for or come into contact with.