



Colnbrook C. of E. Primary School

Job Description

School Business Manager

Grade: Level 6, SCP 14 to 29

Main purpose of the post:

The school business manager is responsible for managing the strategy and operation of the business functions of the school in conjunction with the Trust including financial management, health and safety, site and premises management, human resources, compliance and administration. They will advise on and implement day to day support to the school, Headteacher, Trust and Governors enabling the school to operate effectively and efficiently.

Key Accountabilities

A. Strategic and Leadership

- Manage the disciplines of finance, human resources and estate management
- Oversee the outsourced contractors for ICT, premises, cleaning and health & safety.
- Be committed to improving standards and the quality of provision for pupils at the school.
- Generate income to enable and further the school's aims.
- Produce timely and fully costed proposals, ensuring they are sustainable through long-term financial plans.
- Ensure an effective link between the school financial plan and the school improvement plan – necessary to meeting the standards required by auditors and achieve sustainable school improvement.
- Understand the implications of government policies and educational trends and developments.
- Plan for and implement new initiatives as appropriate for the school.
- Provide strategic support to the headteacher, governing body and the trust on all aspects of school business management.
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the voluntary sector and national/regional organisations such as the LA, police and health service.

B. Financial Management

- Under the direction of the Headteacher and SEBMAT Finance Director, manage all local financial matters in school.
- Work in collaboration with SEBMAT central finance team and follow financial procedures.
- Oversee school bank accounts, ensuring money is banked, invoices are paid promptly, money owed is collected and clear records are kept.
- Prepare the annual estimates of income and expenditure for approval by the Trust Directors, headteacher and local governors.
- Obtain agreement of budgets and monitor them against accounts.
- Prepare monthly management accounts for budget holders and report on the financial state of the school to the trust and local governors.

- Advise the headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.
- Work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place.
- Use financial management information, to analyse trends and identify opportunities for greater efficiency.
- Manage the school accounting function effectively to agreed procedures.
- Be responsible for all accounting procedures and resolve any problems.
- Prepare returns and year end accounts.
- Provide detailed management accounts for the governors and headteacher according to an agreed schedule, reporting immediately any exceptional problems and potential financial/shortfall problems.
- Liaise with the Trust's payroll provider to ensure accuracy and that all matters pertaining to payroll are dealt with promptly and accurately.
- Prepare all financial returns for any authorised external agencies.
- Maximise income generation within the ethos of the school and ensure best value principals are adopted.
- Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise the SLT and governing body accordingly.
- Liaise with and provide all information required by auditors and implement any recommendations.

C. Bids and Contracts

- Secure funding through bids for school projects, including building improvements.
- Support the Trust's Business manager, negotiate, manage and monitor contracts, service level agreements, tenders and agreements for the provision of support services.
- Support the Trust in the purchasing of the school's energy supplies.
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances, and handle any claims that arise.
- Alongside the Trust, oversee the school's facilities and services, including premises, catering, IT and cleaning.
- Securing appropriate licenses.
- Co-ordinate and oversee major building works and projects etc., e.g., new developments.

D. Human Resource Management

- Lead and manage on all personnel matters relating to staff
- Line management responsibility for premises and administration staff, as appropriate
- Responsibility for general personnel matters and for all staff contracts including overseeing the administration for all staff recruitment and selection and for contracts of employment.
- Alongside other administrative colleagues, oversee the clearance for new staff – medical checks; DBS; references
- Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters including liaising with teaching staff on issues relevant to the post
- Maintain confidential staff records (including updating and monitoring and the SIMS Personnel Module) and ensure that staff records held in the school by others are kept confidential.
- Advise the Governors on the policy needed to show compliance with all legislation concerning employment protection, equal pay, sex, race and disability discrimination etc and the implementation of these policies in the school.
- Oversee completion of staff timesheets and absence returns.

- Be responsible for interpreting matters of Policy, procedure and stature to ensure the school's compliance and initiate appropriate actions arising
- Be responsible for the completion of appropriate returns of information to the LA and DfE

E. Health and Safety Management

- The management of Health & Safety within the school (with the Trust's Business Manager) and ensure a Risk Assessment is carried out on time by the appropriate member of staff, supported by external consultants.
- To be responsible to the Trust, Headteacher and Local Governing Body for the maintenance and upkeep of the school buildings and grounds to ensure a high-quality environment for learning.
- Establish and follow sound practices in managing the premises to ensure the upkeep of the school grounds.
- Ensure ancillary services, such as cleaning, are monitored and managed effectively.
- Take responsibility for ensuring all regulations concerning fire practices, buildings related inspections and the reporting and recording of accidents are followed and that the testing of all alarms, fire equipment and security alarms meets statutory requirements. Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
- Have oversight of the security of the school site, and the day-to-day running of the building.
- Manage the procurement, repair and maintenance of all furniture, fixtures and fittings including all office equipment and photo copiers, etc.
- Contribute to and be the central point of contact for the school's disaster and recovery plan and to operate the elements linked to resource management responsibility.
- Alongside the Trust's Business manager, negotiate, manage and monitor contracts, tenders and agreements as appropriate.
- Ensure clear records relating to health and safety are kept, including fire evacuation logs, asbestos and legionella registers, accident logs and health and safety audits and actions.
- Undertake minor tasks related to site management

F. Administrative

- Receive and appropriately deal with incoming electronic communications to the main school inbox.
- Provide general school administration support, including liaising with parents, answering telephone calls and greeting visitors.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Ensure the school website is kept up-to-date and maintained in line with current statutory requirements.
- Liaise and co-ordinate with school staff and Trust staff when required.
- Provide administration support to class teachers as required, for example in the administration of finances relating to school trips, school events, collection of information and parents' evenings.
- Circulate information as required, drafting responses and prompting action as required. Keep the Headteacher up to date as appropriate.
- Ensure the school complies with UK GDPR regulations and act as a point of contact for the DPO, if required.
- Any miscellaneous clerical tasks or duties.

G. Systems

- Manage user access to the suite of systems used by the school.
- Identify and repair minor faults on IT equipment and support staff to resolve routine technical faults.
- Source new IT equipment as needed.
- Maintain and update appropriate IT related records including licences, asset register etc.
- Support senior leaders in the input of assessment data on to agreed templates.

- Complete assessment returns to the DfE, Local Authority or SEBMAT, as required.

H. General

- Maintain confidentiality in and outside the workplace.
- Support the implementation of school and Trust policies.
- Promote the inclusion and acceptance of all staff and pupils.
- Be aware of and understand safeguarding protocols and procedures and the importance of taking appropriate action.
- Attend and participate in meetings and training opportunities.

Confidentiality

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of Colnbrook C. of E. Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

REVIEW

This job description is reviewed on an annual basis and will be used as a focus for the relevant Post Holder's Appraisal. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the systems and finance officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Personal Specification

QUALIFICATIONS & EXPERIENCE	Essential	Desirable
GCSE Maths and English grade C or equivalent	X	
Education to 'A' Level standard or equivalent		X
Experience of working in a school setting		X
A degree or other relevant qualification (e.g., NVQ), ideally in accountancy, business management or related discipline.		X
Experience of building strong relationships with colleagues	X	
Evidence of continuous commitment to further professional development	X	
KNOWLEDGE and SKILLS	Essential	Desirable
Good command of English, both written and oral	X	
Relevant experience in administration and organization	X	
Ability to work independently, manage own workload, prioritise and meet deadlines	X	
Ability to understand data and create reports	X	
Ability to manage the information and data requirements of the school and a variety of outside agencies	X	
Awareness of sensitive information and the need for confidentiality	X	
Ability to write effectively for a variety of different audiences	X	
Excellent ICT skills across a range of software packages to support effective administration	X	
A thorough understanding of, and personal commitment to, equality of opportunity.	X	
PERSONAL QUALITIES	Essential	Desirable
Can develop positive, professional working relationships with a range of colleagues	X	
Stays calm even in difficult situations	X	
Positive demeanour and good role model to all others	X	
Able to learn how to use new systems quickly, both ICT and non-ICT based	X	
Adaptable with a 'can do' attitude	X	
Shows attention to detail, highly professional, confidential and discrete	X	
A strong team player who can collaborate and work effectively to secure the best outcomes for the school.	X	

Is resilient and able to use existing resources to overcome challenges	X	
Demonstrates courage, emotional intelligence and confidence	X	

Signature of post holder:

Date:

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Signature of headteacher:

Date:

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