

Overstone Combined School

Job Description - School Business Manager

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Office staff, Midday Supervisors, Caretaker and Cleaners (outsourced)

CONDITIONS: Bucks Pay Range 6, 38.75 hours per week (8.00am to 4.15pm), 38 weeks term time + 4 weeks – (5 days inset days and 3 weeks to be agreed with the Headteacher)

KEY RESPONSIBILITIES To provide strategic support to the Headteacher, Senior Leadership Team and Governing Body on all aspects of school business management, including nursery provision and lettings, with specific responsibility for financial management, human resources, premises management and procurement. You will have a good blend of accounting and school working knowledge.

Previous experience of working in a financial capacity within a school environment is essential.

Finance

Carry out all accounting procedures and resolve any problems, including:

- Oversee ordering, processing and payment for all goods and services provided to the school
- Monthly reconciliations
- Maintaining school financial systems, including FMS
- Ensuring the school complies with SFVS
- Cash management
- Manage the tendering process for new contracts and services
- Annual budgeting and in-year forecasting and monitor the budget throughout the year
- Management of nursery provision on site, including invoicing and funding claim submissions to LA
- Preparation of sales invoices
- Support out Communications and Interaction Unit with resources
- Maintain and create financial policies and manual as required, ensuring ongoing compliance

The role also includes:

- Attend Senior Leadership Team meetings and Governor meetings as required, providing information and preparing reports as necessary.

- Provide detailed forecasts and variance reports for the governors and Headteacher according to an agreed schedule, reporting immediately any significant problems.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times.
- Maintaining assets register and contracts register.
- Act as point of contact for PTA and other various stakeholders with regard to grant applications, gifts and other fund raising opportunities.
- Prepare appraisals for particular projects and develop long-term business plans or financial strategy for the future development of the school, working closely with SLT.
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
- Prepare all financial returns for the LA and any other central and local government agencies within statutory deadlines.
- Meet with local authority advisors, as required, for all financial matters
- Managing DFCEG spend
- Monitoring pupil premium funding, sports premium funding and status of ehcp funding claims.

Human Resources

Under the direction of the Headteacher and Governing Body, have responsibility for general personnel matters including:

- Line manage office staff, caretaker, midday supervisors and cleaning company staff.
- To ensure all training (safeguarding, health and safety) is kept up to date and arrange for refresher courses.
- Facilitating training as required
- Oversight of all staff recruitment and contracts, and coordinate the administration of staff recruitment, including preparation of job advertisements, job descriptions, person specifications as required for recruiting new staff.
- Carrying out staff inductions, ensuring policies and documentation is completed as required.
- Employment clearance for new staff (DBS ID verifier, reference & medical checks, child protection etc.)
- Liaising with payroll and pension provider on contract changes
- Liaising with HR support on employment issues
- Meet half-termly with safeguarding governor to fulfil their statutory obligations.
- Maintaining the Single Central Record.
- Maintenance of confidential staff records, including use of SIMS.
- Monthly payroll submissions (including staff overtime) to provider and checking payroll runs.
- Liaising with payroll provider and LA in relation to pension administration.
- Compilation and submission of annual School Workforce Census returns.

- Managing general staff queries regarding HR issues or sign-posting staff to the relevant resources.
- Monitoring and reporting on staff absence and assisting SLT with any staff concerns that may arise.
- Assisting with sourcing supply.
- Liaising with HR provider regarding any staff concerns.
- Ensuring compliance with relevant polices
- Completion of staff risk assessments and personal evacuation plans, if required.
- Liaise with clerk to governors and keep necessary documentation up to date.
- To assist with work experience students and volunteers

Assist the Headteacher and governors on policy needed to comply with legislation in areas such as health and safety, employment protection, equal pay, sex-discrimination etc. and the implementation of these policies in school.

Premises, Facilities Management and Health and Safety

Under the direction of the Headteacher and Governing Body, have responsibility for:

- Managing the compliance with health and safety requirements and assist with LA audits.
- Meet half-termly with Health and Safety Governor to fulfil their statutory obligations.
- Maintaining relevant records for compliance e.g. service records, training records, and risk register
- Hold regular check ins with the caretaker to monitor ongoing jobs and duties
- Liaising with the local authority property team on servicing and monitoring maintenance
- Management of the lettings of the school premises to outside organisations.
- Manage the wrap around care provision.
- Liaise and assist with tenancy of private nursery and Family Centre on site.
- Act as the main contact and deal with any issues relating to the private nursery and Family Centre, located on site.
- Liaise with Buckinghamshire Council regarding the lease of Family Centre building.
- Manage the tendering process for new initiatives/site development projects (including planning approval).
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Management and maintenance of office ICT equipment, including software and support providers where necessary.
- Work closely with school's IT provider to ensure provision is fit for purpose.
- Liaise with DPO to ensure GDPR compliance.
- Securing grants where available for further development of the school's facilities.

- Seek professional advice on insurance and advise the Headteacher and governors on the appropriate insurances for the school.
- Maintain and create all relevant policies as required

Assist the Headteacher and Caretaker in ensuring compliance with all Premises based Health and Safety legislation.

General

You will be prepared to undertake other duties as appropriate to grade and needs of school and review the details of the post annually with the Head. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character or the level of responsibility entailed.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.