

## EAST PRESTON JUNIOR SCHOOL

### JOB DESCRIPTION: SCHOOL BUSINESS MANAGER

GRADE:	8 or 9, depending on experience and qualifications
QUALIFICATION PREFERRED:	Certificate/Diploma of School Business Management
POST ACCOUNTABLE TO:	Headteacher and Governing Body
POST RESPONSIBLE FOR:	Business and Financial Management of the school

#### **PURPOSE OF THE JOB:**

To provide strategic vision, leadership and management of all support services for East Preston Junior School including finance, human resources management, administration, premises and health and safety.

### DUTIES AND RESPONSIBILITIES

#### **LEADERSHIP AND MANAGEMENT**

- Act as the lead financial member of the Senior Leadership Team, managing the school's budget and providing financial support and advice
- Provide governors with information on current expenditure against the school's budget
- Attend governing body meetings as required
- Support the headteacher, deputy headteacher and Senior Leadership team in overall leadership of the school
- Assist the headteacher with completing the School Improvement Plan
- Assist the Senior Leadership Team in compiling the CPD plan
- Assist the Senior Leadership team with the input and analysis of assessment data
- Share in the school's collective responsibility to ensure the safeguarding and well-being of children
- Contribute towards a positive school ethos
- To have responsibility for the overall management of the school office and all non-teaching staff

#### **FINANCE**

- Responsible for all financial matters in the school including compliance with financial regulations
- Work with the headteacher and governors in preparing the school's annual budget, taking into account the school's current and projected priorities
- Preparation and maintenance of such reports, records and accounts as required in conjunction with the school's accounting systems
- Monitor the monthly expenditure and advise the headteacher and Chair of Finance of possible under/over spending whilst providing options to correct
- Ensure that month and year-end procedures are carried out effectively
- Prepare bids for funding applications
- Responsible for the tendering and monitoring of externally contracted services
- Ensure the proper collection, reconciliation and banking of all monies received by the school
- Prepare purchase orders
- Responsible for issuing invoices and ensuring settlement of accounts
- Responsible for the School Fund account
- To be responsible for maintaining the school's FMS system, entering data onto the SIMS system, producing the appropriate reports using the computer system and completing a daily backup of SIMS;

## **HUMAN RESOURCES**

- Responsible for administration concerned with recruitment, appointment, resignation, change of hours and salary of all staff
- Maintain confidential staff records using the appropriate computerised system and retain staff personal files in a secure cabinet
- Maintain sickness absence records for all staff
- Maintain Single Central Record and carry out DBS checks on all staff and volunteers
- Complete the annual Workforce Census
- Ensure all HR processes and systems are legal, compliant with internal policies and best practice

## **ADMINISTRATION**

- Responsible for the systems and general management of the school's administrative and financial computer network, including upgrades
- Implement appropriate management information systems
- Complete the termly School Census and other statistical returns as required
- Responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
- To ensure efficient day to day administration duties are undertaken within the school including booking supply teachers, recording attendance of pupils and staff, maintaining an efficient filing system, ordering stationery and dealing with the parents' enquiries.

## **PREMISES**

- Liaise with outside agencies, contractors and WSCC personnel as necessary with regard to provision of Service Level Agreements and ad hoc services provided to the school
- Allocate and monitor work to the premises staff
- Manage maintenance, security and facilities systems on school premises including fire safety equipment and provision and scheduling of fire drills
- Oversee the letting of school premises to outside organisations
- Oversee the development of all school facilities for use out of school, with particular reference to the local community
- Develop work specifications and manage service contracts, including cleaning contractors
- Oversee external contractors working on site
- Responsible for the school's annual health and safety online audit or equivalent
- Responsible for seeking professional advice on insurance and advising governors on appropriate cover for the school
- Implement the approved insurances and handle any claims that arise
- Undertake risk assessments in relation to premises, staffing and health and safety
- Provide and document effective Risk Management, e.g. in Health and Safety and in the management of any third party service contracts

## **GENERAL**

- Contribute towards a positive school ethos
- Comply and assist with the development of policies and procedures relating to safeguarding, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Cover reception duties of office staff as required
- Attend and participate in meetings as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Business Manager will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.