

# Job Description – Brunswick House Primary School

## School Business Manager

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**Job title:** School Business Manager  
**School:** Brunswick House Primary School  
**Line manager:** Headteacher

**Grade:** KR9

**Supervisory responsibility:** Line management of three administration, 1 premises and one support staff  
Conduct the performance management of above staff

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### Main purposes of the job

- To be directly responsible for the planning, development and operational management of the support function within the school including finance, HR, administration and health and safety.
  - To undertake all aspects of the business and financial management of school resources including budget / financial planning
  - To line manage and performance manage administration, breakfast club leader and site manager.
  - To work alongside the site manager on all aspects of health and safety.
  - To provide advice and guidance to the headteacher, governors and SLT on matters relating to the non-teaching operation of the school to ensure school remains compliant with its legal obligations / local authority requirements, proactively discussing any issues / concerns as they arise
  - In conjunction with the headteacher to develop, monitor and review appropriate policies relevant to support function
  - To establish, review and monitor systems of work, identify service improvements and lead on projects to enhance the school's support function
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### Main responsibilities and tasks

#### Financial management

1. Be responsible for advising the senior leadership team and the Governing Body on matters of financial governance and submit the phased budget to the Governing Body for approval and send to LA within set deadlines.
2. Proactively monitor and review school budgets and expenditure, undertaking financial analysis / forecasting to ensure optimum use of school resources and prudent financial management.
3. To provide management advice, information and reports to the headteacher and governors to inform financial decision making
4. To have responsibility for developing and ensuring that all financial procedures and record keeping is maintained in accordance with LA/DFE requirements and best practice guidance
5. Oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries) ensuring appropriate financial practices are maintained and records kept by all staff
6. To oversee and be responsible for all non-teaching resource, equipment and sundry orders
7. To oversee and have responsibility for payments collected for any school events/trips.

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8. To oversee and have responsibility for computerised logs of payments, ensuring that they are kept up to date and accurate.
9. Negotiate, review, manage and monitor licences, insurances and contracts on behalf of the school
10. Develop income generating activities including preparation of and submission of bids for funding to external agencies
11. Be responsible for devising marketing and promotional strategies for the school.
12. Manage, monitor and review outsourced services such as catering, cleaning and after school providers, ensuring an efficient and effective provision, which meets the school's needs, SLAs and adheres to regulations and legislation

### **Human Resources**

13. To advise the Headteacher and other managers on HR policies, procedures, terms and conditions and employment law – seeking guidance from the school's personnel provider as required
14. To be the initial point of contact for staff regarding HR issues providing information regarding pay, conditions and HR policies
15. To liaise with the school's personnel and payroll provider to ensure information is provided in a timely manner
16. To oversee all aspects of absence administration, including undertaking return to work meetings, absence review paperwork and liaison with the head teacher over occupational health recommendations
17. To coordinate all aspects of recruitment and selection planning and administration within the school advising managers on best practice and ensuring the necessary pre-employment checks are undertaken
18. To manage DBS and List 99 application forms and ensure they are processed efficiently and maintain a single central register for staff and volunteer records that will include the central DBS register and Safeguarding documentation
19. To coordinate induction and training for identified new staff and be responsible for ensuring performance is reviewed during employee's probationary period.
20. To work alongside the head teacher in processing requests for holiday, maternity, paternity, adoption, parental leave and flexible working – ensuring all necessary administration is undertaken
21. To ensure that all school policies and procedures are in line with current legislation and HR best practice – seeking advice from the school's personnel provider as necessary
22. To undertake all aspects of HR record keeping and administration. To set up systems of work for the efficient recording and reporting of HR issues
23. To analyse and monitor HR data, completing LA and Dfe returns as required, identifying areas of concern and making recommendations to the head teacher to address these

### **Site Management**

24. To work alongside the site manager and head teacher on matters relating to site management and health and safety, proactively discussing any concerns and issues that may arise.
25. Manage the Site manager in prioritising the work around the site in accordance with the School Development Plan and Buildings and Premises Plan.
26. Work alongside the Site manager to coordinate any site repairs, after approval from Head teacher and assist with the arrangements for builders to carry out all necessary work within agreed deadlines.

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27. Be responsible for managing in conjunction with the Site manager any annual maintenance programme for the school, including the timely servicing of all plant and equipment. Report to Governing Body as required providing status reports on any matters arising.
28. To develop, monitor and review the school's health and safety policy and practices, ensuring compliance with LA, HSE and best practice requirements.
29. To ensure staff comply with health and safety requirements and undertake training appropriate to their role
30. To ensure all appropriate health and safety risk assessments are undertaken and monitored
31. To ensure appropriate accident recording and reporting mechanisms are in place
32. To be jointly responsible for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To ensure that site staff keep records of regular fire practices and alarm tests, ensuring these are conducted on a regular basis.
33. To work alongside the site manager to co-ordinate and manage site work and communicate/liaise with Architects, Contractors and Council Officers, HSE, Fire Safety Officers with regard to the maintenance, refurbishment and development and safety of the site.
34. In conjunction with the Headteacher, establish appropriate emergency procedures and contingency plans in case of emergencies including power cuts, flooding and fire

### **Administration**

35. Develop, review, monitor and maintain administrative policies and procedures as appropriate.
36. Plan and coordinate the work of the administrative team to ensure the provision of an efficient and effective office service.
37. Support the development and multi skilling of the administrative team identifying appropriate training opportunities as required
38. Oversee and ensure an inventory of all school equipment is maintained (asset register).
39. Ensure that the school CENSUS is accurately completed and submitted at the requested times

### **ICT**

40. Oversee and manage databases using SIMS and other computerised systems as appropriate.
41. Ensure that the school IT technician has robust processes in place in order that back-up copies of all school data is taken daily and stored appropriately.
42. Oversee that the school's web site is up to date.
43. Ensure the most effective use is made of the school's administrative computer hardware and the development of the computerised management information system within the school.
44. Ensure contingency plans are in place in case of technological failures, including cyber security

### **Pupils and Curriculum**

45. To provide appropriate, accurate and timely verbal and written advice and guidance to the Senior Leadership Team.
46. Work alongside the deputy head for inclusion, to ensure that all information relating to vulnerable pupils is accurate, up to date and tracked efficiently

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## Extended Schools Agenda

47. To coordinate and manage all aspects of the school's 'wrap-around care provision'
48. To manage all aspects of all school lettings, including site manager cover duties
49. Conduct audits of the extended school function.
50. Research grants and sources of funding and have marketing responsibilities for promoting the extended school service.

## Other Responsibilities

51. Build close working relationship with the Senior Leadership Team and Governors.
52. Adhere to policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
53. Adhere to school policy on equality and diversity.
54. Contribute to the development and implementation of the overall ethos/work/aims of the school.
55. Develop constructive relationships and communicate with other agencies/professionals.
56. Participate in training opportunities and professional development as required.
57. Undertake similar duties commensurate with the level of the post as required by the Head teacher.

## Signatures – line manager and job holder

Signature of Manager: \_\_\_\_\_ Date:        /        /  
Signature of post holder: \_\_\_\_\_ Date:        /        /

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## Person Specification

### Education and Experience

- a) Diploma in School Business Management Qualification or relevant level 3 diploma in a finance related area
- b) Significant proven experience in administration / finance roles in a similar school or business context
- c) Proven experience of finance, human resources, site and administration management
- d) Experience of budget planning
- e) To have a knowledge of SIMS or similar packages.
- f) Experience of managing multiple priorities
- g) Experience of project management
- h) Experience developing policies, procedures and systems of work

### Knowledge, Skills and Abilities

- i) Strong organisational, financial, interpersonal and communication skills
  - j) Ability to use own initiative to identify issues, problem solve and implement solutions
  - k) Ability to interpret information and devise policy or practice
  - l) Ability to manage others and coordinate work of a wider team.
  - m) Ability to work quickly and efficiently with minimum supervision
  - n) Ability to communicate clearly both in writing and orally with a wide range of audiences
  - o) Ability to perform efficiently whilst under pressure
  - p) Ability to persuade, motivate, negotiate and influence
  - q) Ability to relate well to children and adults
  - r) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these
  - s) Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.
  - t) Knowledge of policy, statute and national guidelines regarding school business and operations management
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