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Job Description: **School Business Manager**

Responsible to: **Headteacher and Executive Headteacher**

Weekly hours: 37 Hours per Week, All year round

Grade: PO2 Point 32-42 (£40,221 - £50,512)

The School Business Manager will take a key strategic role in the management of the schools; work closely with the Executive Headteacher, Headteacher and Governing Body.

**Purpose**

The postholder will:

1. Manage a comprehensive administrative and financial system and have the organisational skills to support to the Executive Headteacher, Headteacher, The Bluebell Federation Governing Body and the Swingate School Governing committee in moving the schools forward.
2. As the school’s financial advisor, be responsible for the accurate use and maintenance of financial systems in Swingate Primary school including setting and monitoring the school budget.
3. Be confident and efficient in carrying out tasks related to all aspect of the role without the need of supervision.

**Accountability for Swingate School**

**Financial for Swingate**

1. To be responsible for the arrangement of the school’s accounting function, ensuring its efficient operation according to agreed procedures.
2. To advise the Executive Headteacher, Governing Body and the Headteacher on budget strategy, including preparation and presentation to Governors of all financial reports.
3. To prepare budget plans and forecasts in accordance with the School Development Plan.
4. Ensure adherence to the financial accounts controls and procedures including the development of the Financial Management Standards for schools.
5. Providing best value and value for money for the school.
6. Liaise with the Local Authority over the funding of the school.
7. Manage the provision of all financial management information.
8. Production of regular budget statements and forecasts, advising on projected spending patterns, and future spending priorities.
9. Manage the procurement of contracts in line with the guidelines as agreed by the governing body.
10. Manage the bank account.
11. Manage the preparation of and approve the submission of VAT claims to the Local Maintenance of financial accounts, including ordering, payment of invoices etc.
12. Maintenance of school inventory (asset register), loans of equipment etc.
13. Ensure collection, checking and banking arrangements of income is in accordance with LA guidelines.
14. Manage the organisation, invoicing and collection of payments from debtors.
15. Analysis of expenditure, income etc, for presentation of reports to Governors. Attend governor finance committee meetings

**Personnel at Swingate School**

1. Ensure that training and professional development opportunities are planned, sourced and implemented for the premises and admin staff.
2. Oversee the Maintaining of records of staff training and development. Inform staff and organise when retests become due (mini bus, first aid etc). Report to Governor’s on training.
3. Administer personnel forms (as below) and their remuneration in accordance with Local Authority guidance and best practice (new starters, changes to personal details, pay variations, overtime and records of sickness and leave data for all staff).
4. Monitor sickness levels of staff for budget, headteacher and governor information.
5. Ensure that the School follows guidance and best practice in the recruitment and selection of all staff.
6. Manage DBS data and ensure the Single Central Register is kept up-to-date.
7. Ensure that data is produced which will enable the school’s payroll provider to produce the payments, the cross checking of final payroll and liaising with provider before final run (i.e. preparation for certification by the Headteacher of support staff and supply teacher’s salary claims).

**Facilities and Site at Swingate School**

1. Manage building maintenance, security and fire prevention in liaison with the Headteacher and Caretaker.
2. Project manage building or improvement works to the Schools’ new buildings.
3. Manage the Site Manager and Caretaker.
4. To ensure that the needs with the Schools for Site Management are met and that they represent Value for Money.
5. Ensure that the tender process and procedures used for any capital project or maintenance works comply with the Schools’ Financial Procedures.
6. Oversee the maintenance of the school site buildings and grounds, monitor maintenance schedules.
7. Benchmarking energy efficiency.
8. Management of letting of school premises, meeting organisers and negotiating, within parameters set by the headteacher, dates and costs.
9. Responsibility for the administration and management of health and safety issues
10. Maintain risk assessments

**ICT Network and Admin at Swingate School**

1. Ensuring ICT support appropriate administration within the school.
2. Ensuring appropriate licences are purchased and remain current.
3. Ensure data protection rules and procedures are adhered to
4. Maintaining computer based records using SIMS, EXCEL etc and ensuring admin staff are trained to use the management information systems
5. Manage and operate an efficient electronic filing and retrieval system for all school documents and letters

**General at Swingate School**

1. Manage and negotiate the service supplies (gas, electric and water).
2. Manage the purchase/leasing of all other school contracts for both schools.
3. Responsible for the supervision and security of all external visitors and contractors.
4. Manage and supervise external contracts: catering, cleaning. Liaison with staff and monitoring of the performance standards of the contracts.
5. The Business Manager is required to support and encourage the School’s ethos and its objectives, policies and procedures as agreed by the Governing Body.
6. Ensure that the headteacher is kept fully informed of issues within the school – often dealing with items of a confidential nature.
7. Manage and update all school policies through regular reviews liaising with subject leaders and curriculum teams. Ensure policies are reviewed/updated by staff and accepted by governing body.
8. Attend some senior leadership team meetings, to advise on and contribute to discussions relating to administrative and financial matters.
9. Attend appropriate professional development courses.
10. Act in accordance with the equal opportunities policy and undertake the duties as required.

**Person Specification**

* Holds a qualification in business management.
* Good standard of education with previous office management skills.
* Experience of working in an office and financial environment.
* Computer literate with good knowledge of excel and word for production of spreadsheets and correspondence.
* Experience of managing, operation and implementing computer and manual administrative systems.
* Excellent verbal, written and phone communication skills for dealing with enquiries from pupils, parents, relatives, teachers, governors and outside contractors.
* Diplomacy and tact to be able to deal with the above when required.
* Ability to work on own and prioritise work and also part of a team.
* Excellent organisation skills.
* Awareness of current legislation and how this impacts on the educational environment (including requirements on GDPR, safeguarding and health and safety.

**Organisation**

* The post holder will be directly managed by the Executive Headteacher and Headteacher through regular daily contact.
* The postholder will be responsible for the efficient running of the school administrative support services and will be expected to deal with unexpected problems which may not have previously occurred, usually without reference to the Headteacher.
* The postholder will have line management responsibility for admin staff, and premises staff at Swingate Primary School.
* The postholder will at times deal directly with parents on a wide range of issues and pass them on to the relevant parties.

**Financial Accountabilities**

* The postholder will be responsible for the allocation and monitoring of the budgets for Swingate

**Working Environment**

* The post will be office based within the school but training and some out of office duties may be required.

Signed …………………………………………………. Date ……………………………………