**Lady Boswell’s School**

**School Business Manager Job Description**

**Name:**

**Post Held:** School Business Manager

**Grade:** Kent Range 10/11 depending upon skills, qualification and experience

**Responsible to:** Head Teacher

**Purpose of the Job:**

* To promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school’s learning objectives
* To give strategic vision and leadership to all aspects of Budget, Finance and Premises
* Plan and manage financial implications of the School Improvement Plan
* To draft a premises and finance action plan
* In agreement with the Headteacher, plan and prepare the three year annual budget
* To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
* To be responsible for whole school Human Resource/Personnel Administration, delegating tasks to the Finance Assistant as appropriate
* To be responsible for the school site and its buildings, their maintenance, development and efficient use.
* To function as line manager to the office manager and finance assistant
* Play a central role in the Senior Leadership Team
* To ensure that the school is fully prepared to meet OFSTED financial and safe guarding criteria.

**Responsible to the Head Teacher and through her to Governors:**

Responsible For:

* Administration Function
* Site management Function
* Breakfast and After School Club

**Key duties and responsibilities:**

**General Duties**

1. To lead and advise the Senior Leadership Team on matters relating to finance, premises, health & safety and school catering legislation.
2. To attend Finance and Resources Committee Meetings
3. To take delegated responsibility for premises and inform the Headteacher of financial implications of work required

**Leadership & Strategy**

1. Attend Senior Management/Leadership Team and appropriate Governors’ sub-committee meetings
2. Negotiate and influence strategic decision making within the school’s Senior Management/Leadership Team
3. Plan and manage change in accordance with the school development/strategic plan.

**Finance**

The Business Manager will be responsible to the Headteacher and Governing Body on all matters financial, relating to the school.

1. To maintain accounting records adhering to the established systems and procedures.
2. To liaise and work with the school’s internal and external auditors to ensure compliance resulting in an unqualified annual audit
3. To prepare the annual budget forecast and 3 year plan for the finances of the school
4. To prepare salary costings and monitor on a monthly basis as part of the budget monitoring process
5. To monitor the budget and prepare monthly management reports for the Headteacher and Governing Body
6. Benchmark systems and information to assess trends and make appropriate recommendations
7. To ensure all statutory financial documents are published on the school website.
8. To manage income generation: lettings, catering income, search and apply for grants, investigate new methods of income generation.
9. To prepare the VAT claim on a monthly basis and submit to HMRC.
10. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
11. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
12. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
13. Identify additional finance required to fund the school’s proposed activities
14. Maximise income through lettings and other activities

**Premises**

The Business Manager, working with the Headteacher, will be responsible for the overall

management and maintenance of the buildings, facilities, grounds, fabric and furnishings of

the school. Specific responsibilities include:

1. Taking the lead on compiling, and implementing, a School Premises Improvement Plan including energy conservation
2. Through regular contact with the premises staff ensure the proper maintenance and repair of the school is carried out, and progress monitored.
3. To liaise with the external grounds maintenance company to ensure timely upkeep of grounds and sports markings.
4. Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering
5. Advising on all Health & Safety matters, including measures in the event of emergencies.
6. Appraise projects for the development of the school.
7. To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises.
8. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
9. To be responsible for, in liaison with the Finance Officer, the letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school use, with particular reference to the local community.
10. Purchase, repair and maintenance of all furniture, equipment and fittings,
11. To monitor the work of on-site contractors and arrange for estimates for work.
12. To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims
13. To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to the Headteacher and/or Governors as appropriate.

**Health and Safety**

1. Act as the school’s Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and ensure records of fire practices and alarm tests are maintained.
3. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

**Personnel**

The Business Manager will be responsible to the Headteacher for:

1. The preparation of documentation (delegated to the Personnel Office) concerning Contracts of Employment and the following of procedures relating to the appointment and employment of staff.
2. Advising the Headteacher as regards pay and conditions of service and ensuring that

proper arrangements are made and followed as regards pay and conditions of service.

1. Implementation of the regulations needed to comply with legislation relating to employment protection, safer recruitment and DBS checks.
2. Arrangements for in-service training of non-teaching staff in liaison with the Headteacher and School Secretary.

**Administration and ICT**

The Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching of students. Specific responsibilities include;

1. To coordinate the financial planning for the effective provision of ICT resources at the school.
2. To ensure the SIMS management information system is accurately maintained for the production of the Schools’ Workforce Census.

**Line Manager Responsibilities**

The School Business Manager will be responsible for:

1. Managing the staffing operation of the School and all administrative/caretaker staff/catering (including Breakfast and After School Club) and midday supervisor staff
2. Motivating and facilitating teamwork and good practice in order to achieve excellent

standards of service delivery.

1. Carrying out Performance Management for Office and Site staff in readiness for TCP review.

**Other**

1. Any other duties required by the Deputy Headteacher or the Headteacher, which is in the scope of the post.
2. At all times carry out duties with due regard to the school’s Health and Safety policy.
3. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 4/5 Diploma (or equivalent) or the Advanced Diploma of School Business Management (ADSBM) or Director of School Business Management / Equivalent Accountancy Qualification.
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| **EXPERIENCE** | * At least 3 years experience at middle or senior management including experience of people management and managing premises
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| **SKILLS AND ABILITIES** | * A person with a strong track record in financial management in an educational setting, knowledge of FMS would be desirable, together with experience of successful fundraising and grant applications.
* A person with high order project management skills, able to focus on the practicalities of managing and progressing large scale projects.
* A focused, decisive and pragmatic problem solver; a decision maker; someone who is proactive and able to manage change, including new and innovative ways of working and improving existing services.
* Strong business acumen; a demonstrable record of performance improvement in a large, complex organisation, delivering excellence and value for money, a keen business mind able to provide vision and strategic direction.
* Someone who is able to manage his/her own performance, working effectively to achieve cross team and school goals as part of the School’s Senior Leadership Team.
* A person who is able to work effectively as part of a team.
* A person with creativity, flair and the ability to think flexibly.
* Someone who is able to address the needs of all stakeholders both within the school and outside and who has high order skills of negotiation and persuasion.
* A good communicator both orally and in writing, capable of succinct and accurate communication.
* Someone who is committed to performance management/appraisal and the crucial role of a high calibre, committed, motivated and diverse workforce for the delivery of excellence.
* A person who is highly organised, able to deal with administration effectively and able to manage his/her own time and prioritise.
* A person with advanced IT skills and experienced in a range of IT tools for the presentation and analysis of data.

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lady Boswell’s Primary School – Job Description: School Business Manager