



# Job Description: Business Manager

## Job Purpose:

With the support of a team of five, the Business Manager will be responsible for the management of financial, payroll, personnel, communication, ICT, premises and administrative support to the Headteacher, Senior Leadership Team and Governors in the smooth and efficient running of the school.

## Duties:

### Finance

- To report KCC budget funding to HT and governors prior to budget setting;
- Annual Budget setting and narrative reports for HT, SLT and governors;
- Keeping KCC Budget template up to date with funding changes (High Needs + UIFSM);
- Regular review of 3 Year Plan;
- Monthly budget monitoring and Finance reporting to HT and governors;
- Finance year end processing and reporting;
- Processing the KCC Advance - monthly funding received from KCC;
- Processing the reclamation of VAT from KCC monthly;
- Annual FMS6 System Healthcheck;
- Attend finance updates by KCC;
- Supervise the finance officer who is responsible for purchasing, payments, journals, direct debits, bank reconciliation, petty cash, etc., Trips, Breakfast Club, Uniform, Dinner Money queries, system administration for online payments;

### Payroll

- To maintain KCC BPS system with employee data for budgeting purposes;
- Reporting salary information to HT and anonymised percentages to governors;
- Process monthly salaries - print reports, produce journals for FMS6, recoding where required and salary reconciliation on BPS system;
- Make 3<sup>rd</sup> party payments to HMRC, LGPS and union;
- Check the 1<sup>st</sup> Payslip File (pre-check of the month's payroll run);
- Coordinate and check all timesheets, arrange authorisation and input to Temporary Data spreadsheet for Payroll;
- Record and issue Staff Absence forms, arrange authorisation and input to Temporary Data spreadsheet for Payroll and then input into SIMs.

### Personnel

- Maintain the staff personnel on SIMs and manual filing system, including archiving;
- Coordinate recruitment on behalf of the HT and SLT – arranging interviews, producing Job Offers, seeking references, pre-start checks and carrying out first day H&S and Handbook Induction;
- Coordinate personnel leavers;
- Perform periodic Staff Absence monitoring;
- Arranging agency supply cover when required;
- Maintaining First Aid cover, re-training, etc.;



## Communication & Administration

- Supervise the Admin Officer – SIMs & Communication who is responsible for SCR, pupil admissions and leavers, attendance reporting, census, assessment, data collection, parent consultations parent liaison, ParentMail, Newsletter, social media and website;
- Supervise the Receptionist who manages the school reception (visitors, parents/carers, contractors, pupils, first aid escalation, etc.);
- Liaison with PTA re fundraising activities and events;
- Receiving and handling telephone enquiries, dealing with queries and providing general information about the school;

## ICT

- Liaise with the ICT Coordinator – budget 5 year plan, purchasing, day to day issues, system upgrades, etc.;
- Liaison with Cantium re contracts, purchasing, faults, etc.

## Premises

- Liaise with the Site Manager daily (H&S) and periodically – prioritisation of work, lettings, etc.;
- Liaise with KCC and AMEY re planned works;
- Arrange high level quotations for e.g. refurbishment;
- Undertake regular site walks;
- Maintain the Premises Action Plan and Premises Regular List of Tasks reports and reporting to governors three times per year;
- Produce Monthly Premises Report for Headteacher and governors;

Discussed and Agreed on \_\_\_\_\_ (Date)

Signed \_\_\_\_\_  
Member of staff/Applicant

Print \_\_\_\_\_

Signed \_\_\_\_\_

Lucy Davenport, Headteacher