

Job Description & Person Specification

School Business Manager



Grade: Kent Range 8-9
(Dependent upon relevant qualifications and experience)

Responsible to: Headteacher

Purpose of the Job

To provide management of the operational business of the school to provide best value and enhance effectiveness leading to improved standards of achievement. The role encompasses all aspects of the school's finances and administration as well as personnel management. The role would be part of the Schools Senior Leadership Team.

Accountabilities

Financial Control and Management

1. Maintain established financial procedures for all school monies, to ensure correct accounting for all funds, to comply with KCC audit procedures.
2. Negotiating contracts and tenders to ensure the most effective use of resources to ensure best value for money.
3. Arrange payment of invoices for stocks, including checking supplier statements, and bank reconciliation.
4. Month end, reconciliation of bank statements, advance, salary, vat returns, income and expenditure.
5. Maintain records of free school meals and undertake related financial administration, in accordance with KCC financial regulations. Ensure that dinner money balances are up to date and payments made.
6. Responsible for banking.
7. The use of FMS6, BPS.
8. Budget setting, monthly monitoring.
9. Purchase card holder.
10. Input into the SFVS with financial information.
11. Managing payments on Parentmail for Dinners, Before and After-School Club, Holiday Club.
12. Enter income and expenditure on the finance system.
13. Raising termly invoices for the Before and After-School club and reconciliation of individual children's accounts. Ensure that invoices are paid on time.
14. Setting up payment items on Parentmail, processing childcare vouchers.
15. Develop income generating activities including preparation and submitting bids for funding.
16. Manage and take responsibility for the schools voluntary fund ensuring that all KCC audit requirements are met.
17. Ensure that the schools finance department complies with the KCC guidelines.
18. Accurate accounting.
19. Work with budget holders to ensure that budgets are not overspent.
20. Set the school budget and be responsible for year-end closedown.
21. Manage the finance department, ensuring separation of duties and clear accounting practices.
22. Meet with the headteacher on a regular basis to discuss financial matters.
23. Attend finance committee meetings regularly with the headteacher, chair of governors and school governors and answer finance related questions. Detailed explanation of the school three year plan detailing the income, and expenditure information and staffing costs.
24. Ensuring that when buying goods or services the KCC procedures are followed.
25. Manage all administrative records and the School Information Management system to ensure current and up to date information on all staff, students and budgets is accessible and accurate.

Personnel

1. Responsible for updating the school information management system and carry out the yearly workforces census.
2. Maintaining accurate personnel records on SIMS.
3. Managing all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments. Ensuring accurate record keeping of staff absence.
4. Pension administration and assistance.
5. Deal with staff recruitment in liaison with the headteacher ensuring that fair and legal recruitment policies are in place.
6. Be part of the interview panel if needed.
7. Meet the deadlines for personnel in regards to overtime, absence, new starter or contractual changes.
8. Responsible for data protection and how to manage confidential information
9. Processing contractual changes and checking the payroll reports.
10. Managing the school office staff, ensuring that TCPs are completed in a timely manner.
11. Supporting the kitchen staff with the smooth running of in house catering, checking through audits and auctioning recommendations.
12. Responsible for staff rotas and organising cover for annual leave or staff absence.
13. Setting up contracts and ensuring that all the relevant check are made for safer recruitment.
14. Completing the school travel plan including inputting and staffing or student data where necessary.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Diploma (or equivalent) or having or willing to work towards the Certificate or Diploma of School Business Management (CSBM/DSBM).
EXPERIENCE	<ul style="list-style-type: none"> • A high level of interpersonal and communication skills are necessary in order to discuss budgetary positions and personnel issues and advise the various Governing Body Committees. The post holder will need to give advice on complex financial issues. • To be able to work on own initiative and to tight deadline. • Able to multi task and prioritise workload. • High Level of IT Skills • High level of customer service skills and professional ethos. • Ability and willingness to contribute towards the wide life of the school including whole school events. • Awareness of data protection (GDPR) and confidentiality issues. • Previous financial management skills. • HR Experience • Knowledge of school procedure/policies, KCC regulations and audit requirements. • Health and Safety legislation. • Payroll and accountancy experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Must be numerate. • Must be computer literate and had other finance experience. • Must be aware of KCC Financial Regulations and other relevant school policies. • Must be able to communicate basic financial information to teachers, other staff and external suppliers. • Ability to prioritise own workloads and to work to deadlines is essential. • Able to deal with difficult or sensitive situations in a confidential manner.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of procedures for updating finance systems, processing orders and invoices, school and KCC financial processes/procedures. • HR Recruitment Process • Able to present information in meetings such as finance committee, Senior Leadership Team meetings.