JOB DESCRIPTION

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| **Post Title:** | **School Business Manager** | **Grade:** | BEX12 |
| **School:** | Brampton Primary Academy |
| **Responsible to:** | Headteacher |
| **Responsible for:** | 2 x Receptionists / Administrators, After School Club, MDA Supervisor, School Site Manager |
| **Liaison with:** | Teaching Staff, Support Staff, Headteachers, Pupils, Governors Contractors and Stakeholders, Catering managers |
| MAIN RESPONSIBILITIES* The School Business Manager promotes the highest standards for business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy’s learning objectives.
* The School Business Manager is responsible for the Financial Resource Management, Administration Management and Human Resource Management areas.
* The School Business Manager operates, maintains and develops the administrative and financial procedures and systems of the Academy in co-operation with the other members of the Senior Management Team, School Governors and members of the Central Team.
* The School Business Manager is responsible for the efficiency of all facilities on the site and obtaining Value for Money.
* The School Business Manager will advise other members of the Senior Management Team on matter so as to contribute to the successful and effective operation of the Academy in meeting its educational aims.
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| Management* Line manage and undertake performance management and professional development of office staff, site and After School teams.
* Contribute to the development and monitoring of the school improvement plan.
* Attend full Governing Body meetings as required and appropriate monitoring team meetings.
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| Finance Management and Processes * Prepare the school annual budget for approval by governors and Trustees.
* Monitor the agreed budget and ensure income and expenditure are as expected – account for any variances that may arise and advise on action to be taken if necessary.
* Propose revisions to the budget in response to unforeseen expenditure.
* Prepare financial reports and returns to the SLT, Governors and DFE.
* Provide ongoing budgetary information to all budget holders.
* Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Advise SLT on budgetary implications and costs with a view to supporting a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
* Process orders; raising purchase orders as necessary.
* Process and authorise invoices into the school accounting system.
* Process payments.
* Identify additional finance required to fund the school’s proposed activities.
* Maximise income through lettings and other activities.
* Process petty cash payments.
* Ensure value for money is maximised by the use of appropriate procurement procedures.
* Ensure policies and procedures are adhered to effectively according to the terms and conditions of the Academy Finance Manual.
* Production and dispatch of all VAT claims.
* Ensure that appropriate insurance is arranged on an annual basis including investigation of any potential public/employer liability claims.
* Create and maintain accurate records for financial transactions.
* Regularly review the financial procedures to ensure they meet legal requirements.
* Report on cashflow and banking.
* Maintain suitable banking arrangements.
* Prepare financial audit and accountancy details and documentation and be available during the audit process.
* Development and maintenance of asset register(s).
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| Human Resources and Payroll* Manage the payroll services for all school staff including the management of pension schemes and associate services.
* Keep up to date with changes to safeguarding legislation.
* To be responsible for all administration relating to HR matters for all school staff.
* To maintain confidential staff records.
* Ensure the school’s Equality Policy is clearly communicated to all staff.
* To manage and co-ordinate the recruitment of all staff, including conducting the necessary checks e.g. references, DBS, medical.
* Maintain details for staff members on the Management Information Systems.
* Ensure the availability of required documentation during the Responsible Officer audit process each term and be available during the audit process.

Facility & Property Management * Overall responsibility for the site and its development, ensuring a safe environment for the stakeholders of the school.
* Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
* Ensure systems are in place for the safety and security of all school premises.
* Ensure the continuing availability of utilities, site services and equipment.
* Monitor, assess and review contractual obligations for outsourced school services.
* To be responsible for the letting of the school premises to outside organisations and staff, with particular reference to the development of extended services and the local community
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* Ensure all health and safety procedures are observed and implemented.
* To maximise income generation and energy saving within the ethos of the Trust.

Managing Information Systems & ComputingIn consultation with computing coordinator:* consider approaches for existing use and future plans to introduce or discard technology in the school,
* consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
* Ensure contingency plans are in place in the case of technology failure
* Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Administration Management* To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelessness
* To be responsible for the systems and general management of the school’s administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing
* Prepare information for publications and returns for the DfE, EFA, LA and other agencies and stakeholders within statutory guidelines

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

**School Business Manager**

**Person Specification**

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| Factors | Essential | Desirable |
| **Qualifications** | * CSBM, NVQ Level 3, business degree or equivalent professional qualification
 | * DSBM or working towards
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| **Training** | * Evidence of Continuing Professional Development
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| **Experience** | * Managing budgets and financial reporting
* Managing procurement
* Managing recruitment process including carrying out checks
 | * An educational environment work background
* Health & Safety
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| **Knowledge and Skills** | * Able to deliver services, processes and systems applicable for effective school management
* Able to deliver value for money
* Able to lead teams and individuals
* Able to use a range of ICT packages
 | * Understanding of promoting positive relationships with the wider school community
* Up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people.
* Use of specialist equipment/resources.
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| **Personal Qualities** | * Excellent written and verbal communication, able to convey information clearly, accurately and succinctly to all stakeholders.
* Excellent time management, meeting and managing deadlines.
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