



CALLIS GRANGE NURSERY AND INFANT SCHOOL

JOB PROFILE - SCHOOL BUSINESS MANAGER

Strategic Role

The School Business Manager will be responsible to the Headteacher as their line manager and play a key role in senior leadership adhering to school policy and procedures established by the Governing Body.

Key Accountabilities:

1. To be responsible for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available in co-operation with the Headteacher and Governors.
2. To be responsible for all or the majority of the disciplines of Financial Management, Personnel Management, Estate Management, Health and Safety, Administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function.

Key Tasks for Accountabilities

Finance:-

1. To work with the Headteacher and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
2. To prepare for approval by the Headteacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular financial reports of the school to the Governors.
3. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
4. To manage the SIMS FMS system, Schools Budget Planning Software and monitor all accounting procedures and resolve any problems, including:
 - I. The ordering, processing and payment for all goods and services provided to the school.

- II. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 - III. Maintaining an Assets Register
 - IV. Preparation of invoices and collection of fees and other dues.
5. To prepare the final accounts and liaise with the auditors. To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
 6. To liaise with Personnel and Payroll to provide a comprehensive payroll service and to provide them with the correct information and monitor staff salaries monthly to ensure accuracy.
 7. To prepare all financial returns for the DfE, LA, and other central and local government agencies within statutory deadlines.
 8. To be responsible for dealing with the VAT liabilities and advising on legislation.
 9. To review the Financial Risk Register in liaison with the Headteacher.
 10. To maximise income generation within the ethos of the school.
 11. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
 12. To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
 13. To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services. To purchase, either directly or indirectly, the school's energy supplies.
 14. To be responsible for the arrangements for school facilities.
 15. To be responsible for securing sponsorship funding using 'commercial flair' and developing contacts.
 16. To participate in LA Schools Financial Management Training

Personnel Management:

1. To be responsible for general personnel matters. For all the administration and safe recruitment and clearance of new staff and volunteers – medical checks, DBS, right to work in UK, and to issue contracts of employment. To give advice to Governors and Headteacher on appropriate salary scales, assessments of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To attend Employment Tribunals as necessary. To maintain confidential staff records

and to ensure that staff records held in the school are kept confidential.

2. To maintain the school's Single Central Record in an Ofsted ready format at all times.
3. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate (whether contracted or not).
4. To line manage and be responsible for the performance management of the administration team and Caretaker.
5. To record staff absence, preparing reports for the Headteacher and highlighting patterns and/or concerns as well as conducting Return to Work interviews following absence.
6. Organise cover for staff absence as required.
7. To be responsible for the professional development, performance management and training of staff as required.
8. To plan for, arrange and report on Staff Development aspects for support staff as required.
9. To advise the Governors on the policy needed to comply with equality legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in school.
10. To formulate, monitor and implement the school's Health Safety and Security Policy to comply with the requirements of Health and Safety at Work Act and other legislation.
11. To act as the school's Health and Safety Co-ordinator and Fire Officer.
12. To ensure all staff accidents are reported according to guidelines

Estate Management:

1. To be responsible for overseeing the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
2. Be responsible for the installation and maintenance of equipment for protection against and escape from fire or emergency evacuation and lockdown. To keep records of and to initiate regular fire practises, alarm tests and lockdown. To ensure emergency procedures are current and timely.
3. To know what the elements of fire safety are and the associated risks to the school

through the process of risk assessment.

4. To be responsible for implementing procedures for the security of the site.
5. To manage and monitor contracts and the upkeep of the school grounds and outdoor learning areas.
6. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
7. To liaise with the Headteacher and Caretaker to ensure the maintenance of the school site, buildings and furniture and fittings.
8. To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
9. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community, as appropriate.
10. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and architects.
11. To know about risk assessment tools and how to use those to establish hazards within the school and the associated risk involved, ensuring all risk assessments are reviewed as per the agreed schedule.
12. To be aware of the importance of a Business Continuity Plan and its place within the management procedures of the school.
13. To implement risk management and loss prevention strategies in the school to reduce insurance costs.

School Administration:

1. To provide and manage a professional administration and support service to the Headteacher and staff.
2. To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
3. 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 system. Act as System Manager for the administrative computer network.
4. To ensure an efficient and effective website is in place.

5. To provide for the preparation and production of all school records and publications.
6. To maintain Pupil Records, ensuring they are transferred to the appropriate schools and agencies when necessary.
7. To ensure successful Admission arrangements.
8. Be responsible for the records and returns required by the LA and DfE.
9. To ensure GDPR compliance.
10. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
11. To ensure that we provide an approachable and helpful front line service for the school, that deals with all enquiries and concerns in an efficient and organised manner.

Whole School Management:

1. Present a positive personal image and school image, treating all users of the school with courtesy and consideration which supports equality for all.
2. To provide advice to the Headteacher and Governors on admissions and appeals.
3. To facilitate good working relationships between teaching and support staff.
4. To attend regular network events, training and briefing events as appropriate to keep up to date with new legislation in all aspects of the role.
5. Support and work in collaboration with colleagues and other professionals in and beyond the school.
6. To act in the strictest confidence.
7. Support the school's values by contributing to the development and implementation of policies, practices and procedures.

Marketing:

1. To promote the school to different audiences and raise the profile within the local community. Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

This document is considered to provide an outline of the areas that this role involves. It does not preclude the post holder developing systems and structures not specifically mentioned but related to the broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.