**JOB DESCRIPTION – School Business Manager**

**Salary scale:** KR9 – KR11 Dependent on experience

**Hours:** 26 hours per week during term time, flexible hours Monday – Friday - plus five INSET days.

**Responsible to - Head Teacher**

**Responsible for – Administration Staff, Cleaning Staff, Caretaker and Breakfast Club Staff**

**Purpose of job:**

* To work as part of the Senior Leadership Team to assist the Headteacher and Assistant Headteacher in their duties to ensure that the school meet their educational aims
* Responsible for business and financial management of school resources
* To be responsible for the day-to-day management and monitoring of the School’s budget and financial systems in accordance with KCC Financial Regulations, DfE statutory regulations and School Policies and Procedures.
* To manage the schools support function through planning, developing, designing, HR, facilities and Health & Safety management.
* To provide timely and accurate information to the Head Teacher and Governing Body and outside agencies.
* Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school.

**Main duties and responsibilities: Finance**

* To maintain and monitor all School budgets monthly, producing analysis reports to ensure that the Head Teacher, Governing Body and Department Heads have accurate and timely information on School finances. To carry out year-end procedures.
* To maintain and complete records of all income and expenditure within the School budget, working at all times in accordance with the School’s agreed financial procedures.
* To assist the Head Teacher in the preparation of the annual draft budget and to make any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
* To develop and maintain systems and procedures to ensure information and transactions comply with School, KCC, financial compliance and audit requirements.
* To process orders by raising purchase orders, dealing with goods received and chasing up outstanding orders as necessary. To deal with the payment of invoices, recording details and preparing for authorisation. To ensure that all monies are collected and recorded in accordance with procedures and are banked in a timely fashion.
* To carry out reconciliation of financial statements and prepare monthly VAT returns and monitoring returns, in compliance with DfE and KCC policy as required, and forward completed returns to the Financial Area Office.

**Main duties and responsibilities: Personnel**

* To be responsible for the personnel administration in relation to new appointments; leavers; changes to contracts; training and absenteeism, both on SIMS and with the Personnel Department and Payroll (Capita). To send reports to Capita for monthly payroll, including sickness absence returns as well as dealing with claims for supply insurance. To resolve staffing and payroll queries.
* To support the Head teacher with Interview support as required
* To support the SLT with Induction of new staff and volunteers
* To ensure personnel information is up-to-date on SIMS in preparation for the Annual School Workforce Census and to complete the census for staff.
* To maintain the Single Central Register.
* To carry out DBS checks, references and health checks
* To arrange supply cover for teaching staff absences and prepare all related documentation to maintain a full complement of teaching staff.
* Contribute to the development of training programmes/learning opportunities and mentoring for support staff
* Management of **A**dministration Staff, Cleaning Staff, Caretaker and Breakfast Club Staff

**Other responsibilities**

* To complete and ensure that the School Asset Register is accurate and updated regularly.
* Management of facilities, including premises, lettings and liaising with external contractors
* To perform the role of Data Protection Lead, supporting the school with GDPR issues, supporting staff training and liaising with the DPO as required
* To liaise with the Governor with responsibility for Health and Safety to ensure that regular Health and Safety monitoring visits are carried out.
* To ensure that equipment stocks are adequate and, where necessary re-ordered, to maintain stocks at an acceptable level.
* To carry out reception duties in the absence of the School Administrator.
* To support the aims and values of the School, to promote equal opportunities and diversity at all times.
* To be aware of, and to follow, School Procedures and Policies, and to work within national legislation.
* To maintain confidentiality at all times in respect of School-related matters; to comply with School’s data protection procedures and to prevent disclosure of confidential and sensitive information.
* To undertake any other duties of a similar level and responsibility, as may be required.

**Person specification**

* Level 3 Diploma (or equivalent) with accountancy and finance and knowledge/skills.
* Significant experience of working in a finance role.
* The ability to communicate a range of financial information both verbally and in writing.
* Keyboard skills applied with precision and speed.
* Must be computer literate and have previous experience of working within financial regulations.
* Ability to prioritise own workloads and to work to deadlines is essential.
* Knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances.
* Awareness of KCC Financial Regulations and understanding of other relevant school policies.
* Knowledge of the School’s Record Retention Policy and freedom of information protocols, and awareness of the requirement for this policy and protocol.
* Knowledge of a range of IT systems including SIMS and FMS.
* Knowledge of computerised and manual filing systems.
* Awareness of Data Protection and confidentiality issues.
* Awareness of, and ability to work within, national legislation and school policies and procedures relating to Health and Safety.

Headteacher…………………………………………………… Job Holder……………………………………………………

Date……………………………………….. Date………………………………………..