

JOB DESCRIPTION

SCHOOL:	Whitstable Junior School
JOB TITLE:	SCHOOL BUSINESS MANAGER
SALARY/ GRADE:	KR8
REPORTS TO:	Headteacher

Hours:

Term time (38 weeks + 1 week (5 days INSET) an additional 5 weeks to be taken over holidays)

37 hours per week to be worked Monday – Thursday– 08:00 - 16:30, Friday 8:00-16:00 (excludes 1 hour lunch break)

Hours worked to ensure office always has two personnel on duty at any given time

Strategic Role

The School Business Manager (SBM) will be responsible to the Headteacher and be part of the School Leadership Team (SLT) adhering to school policies and procedures published by the Governing Body.

Key Accountabilities

- To be responsible for strategic planning including all financial implications and ensuring the school makes best possible use of resources available
- To be responsible for finance, personnel management, site management, administration & general training and development of staff and all matters within the management of the school which are supportive to, but do not involve the teaching function
- To be responsible for effective risk management for example Health & Safety and the management of any third-party contracts
- To be an integral part of the planning with regards to school situations and scenarios
- To act as Educational Visits Co-ordinator, and work with the teachers to plan, book and organise payments for all school visits including residential trips and activity weeks

Finance Accountabilities

- To work with the Headteacher & Governing Body on financial policy, preparing appraisals for particular projects and for the development of the business plan for the long-term financial development of the school
- To prepare for approval by the Headteacher & Governing Body the annual estimates of income and expenditure. To obtain agreement of budgets and monitor expenditure against these budgets. To prepare regular financial reports.
- To be responsible for the management of the school's day to day accounting function, ensuring its efficient operation against agreed procedures and to maintain those procedures by reviewing annually.
- To monitor accounting procedures and resolve any problems including:
 - The ordering, processing & payment of all goods/services provided to the school

- The operation of the school bank accounts ensuring that a full reconciliation is undertaken monthly
 - Maintain an assets register in liaison with the IT Technician
 - Preparation of invoices and collection of fees and other dues taking action where necessary to recover debts
- To prepare financial accounts and liaise with auditors.
- To provide detailed management accounts for the Head and Governing Body
- To liaise with Personnel/Payroll to provide them with correct and timely information and monitor the payment of salaries to ensure accuracy
- To prepare financial returns for the DfE/LA and other agencies within statutory deadlines
- To maximise income generation within the ethos of the school
- To be the named point of contact with agencies with regards grant applications, gifts and other donations
- To be responsible for ensuring bid based competitive funds by effective use of bidding systems
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services including utilities
- To be responsible for seeking professional advice on insurance and advising Governors on appropriate cover. Implementing the required insurances and advising Governors of any arising claims
- To be responsible for developing sponsorship funding using commercial flair and developing contacts
- To participate in KCC Financial Management training

Personnel Management

- To be the point of contact for staff phoning to inform of their unplanned absence from work and organise cover
- be solely responsible for all personnel administration including the recruitment administration, pre-employment checks, monitoring and variation of contracts and completion of documentation for Personnel & Payroll.
- To be solely responsible for the updating, completion and auditing of the Single Central record in conjunction with the Headteacher
- To maintain confidential staff records and record/monitor sickness, annual leave, staff expenses etc.
- To advise Headteacher/Governors on Personnel policies and procedures seeking guidance from SPS where necessary
- To provide guidance and leadership to admin and premises support staff including the line management of those support staff including appraisal and professional development
- To advise the Headteacher/Governors on policies/procedures necessary to comply with current employment legislation and to ensure their implementation within the school
- To formulate, monitor and implement the school Health & safety policy to ensure compliance with current legislation and ensure a safe environment for pupils, staff, visitors and contractors
- To act as the schools Health and Safety Officer/Fire Officer

Property Management

- To be responsible for the maintenance of the school site and buildings, the preparation of maintenance schedules and efficient operation of all facilities
- In consultation with the LA be responsible for the installation and maintenance of alarm systems and fire escape/protection equipment,
- To co-ordinate fire practices, lock down drills and alarm tests
- To be responsible for overseeing security of the site
- To manage and monitor the contracts for the maintenance of the school grounds
- To ensure the upkeep of boundaries, footpaths, roads and to coordinate this work with the adjoining school
- To be responsible for the management of the letting of the school premises to external organisations and the development of school facilities for out of school use with particular relevance to the local community
- To undertake risk assessments and establish hazards within the school and how these can be minimised
- To be aware of the importance of a disaster recovery plan and its place within the management procedures of the school
- To implement risk management and loss prevention strategies to reduce insurance costs

The above all to be undertaken in close liaison with the school Caretaker.

School Administration

- To provide a professional administration and support service to the Headteacher
- To manage the administrative functions within the school including school reception, office, reprographics and developing appropriate IT solutions and other systems where appropriate
- To oversee the preparation and production of school publications e.g. prospectus, staff handbook, parent handbook, promotional posters/fliers, Governors publications to parents e.g. website - school profile
- To be responsible for obtaining licences and permissions as required
- To oversee the provision of an efficient, helpful and approachable front-line service for pupils, staff, parents and other visitors to the school

Whole School Management

- To attend senior leadership team meetings
- to act as a 'bridge' to facilitate close working relationships and good communications between teaching and non-teaching staff across the whole school
- To act as a liaison with the school catering company in the day-to-day management of the kitchen and renewal of contracts
- To act as point of contact with the PTFA and attend meetings when needed and assist with the financial handling of their accounts including the role of interim treasurer if required

Marketing

to promote the school and raise the profile within the local community including developing joint projects and fundraising opportunities

Competencies

See Appendix for further detail.

<u>Self Awareness</u> Emotional self awareness Accurate self assessment Self confidence	<u>Social Awareness</u> Empathy Organizational awareness Stakeholder awareness
<u>Self Management</u> <i>Emotional self control</i> <i>Transparency</i> <i>Adaptability</i> <i>achievement orientation</i> <i>Initiative</i> <i>Optimism</i>	<u>Relationship Management</u> <i>Developing Others</i> <i>Inspirational Leadership</i> <i>Change Catalyst</i> <i>Influence</i> <i>Conflict Management</i> <i>Teamwork and collaboration</i>

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • relevant qualifications • ICT qualifications or ability to demonstrate skills • NASBM Certificate in School Business Management or willingness to undertake • Evidence of continuing professional development 	driving licence
Experience/Attainments	<ul style="list-style-type: none"> • experience of Financial Management • understanding of administrative procedures/practices • management of budgets • experience of managing a team • experience/proficiency of using a range of IT programmes including all aspects of Microsoft Office, SIMS and use of e-mail & the internet for communication 	
Skills/Abilities	<ul style="list-style-type: none"> • excellent organisational skills • good interpersonal skills • ability to organise own work and that of others • ability to prioritise and work to deadlines • negotiation skills • problem solving skills • ability to handle confidential information • highly motivated • ability to work without supervision 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of the educational environment • Knowledge of employment law and health and safety 	knowledge of KCC systems and processes e.g. SIMS
Additional requirements	<ul style="list-style-type: none"> • Ability to lead on 'front of house' strategies • Positive attitude • Creativity and vision • High expectations of themselves and others • Physical ability to carry out building checks etc 	

Appendix to all Job Descriptions

The Emotional Intelligence Competencies

Self-Awareness

Emotional Self-Awareness:

Recognising how our emotions affect our performance.

1. Aware of own feelings
2. Aware of triggers
3. Understands implications of own emotions
4. Has emotional insight

Accurate Self-Assessment:

Knowing one's own inner resources, abilities and limits.

1. Aware of own strengths and limits
2. Open to feedback
3. Has a sense of humour about oneself
4. Solicits honest critiques

Self-Confidence:

A strong sense of one's self-worth and capabilities

1. Is confident in job capability
2. Believes in oneself
3. Is self-assured
4. Has presence

Social Awareness

Empathy:

Sensing others' feelings and perspectives, and taking an active interest in their concerns.

1. Listens
2. Reads non-verbal clues
3. Open to diversity
4. Sees others' perspectives

Organisational Awareness:

Reading a group's emotional currents and power relationships.

1. Understands informal structure
2. Understands climate and culture
3. Understands organisational politics
4. Understands underlying issues

Stakeholder Awareness:

Anticipating, recognising and meeting stakeholders' needs.

1. Makes self available
2. Monitors satisfaction
3. Takes personal responsibility
4. Matches customer needs

Self-Management

Emotional Self-Control:

Keeping disruptive emotions and impulses in check

1. Show restraint
2. Has patience
3. Responds calmly
4. Stays composed and positive

Transparency:

Maintaining integrity, acting congruently with ones values.

1. Keeps promises
2. Brings up ethical concerns
3. Publicly admits mistakes
4. Acts on values

Achievement Orientation:

Striving to improve or meeting a standard of excellence.

1. Improves performance
2. Sets challenging goals
3. Anticipates obstacles
4. Takes calculated risks

Initiative:

Readiness to act on opportunities

1. Addresses current opportunities
2. Seeks information
3. Makes extra efforts
4. Initiates action for the future

Relationship Management

Developing Others:

Sensing others' development needs and bolstering their abilities

1. Recognises strengths
2. Provides support
3. Gives constructive feedback
4. Acts as a mentor

Inspirational Leadership:

Inspiring and guiding individuals and groups

1. Leads by example
2. Stimulates enthusiasm
3. Inspires others
4. Communicates a compelling vision

Change Catalyst:

Initiating or managing change

1. Defines general need for change

2. Acts to support change
3. Personally leads change
4. Champions change

Influence:

Having impact on others:

1. Engages audience
2. Anticipates impact of actions or words
3. Uses indirect influence
4. Develops behind the scene support

Conflict Management:

Negotiating and resolving conflict

1. Airs disagreements
2. Maintains objectivity
3. Addresses conflict
4. Orchestrates win-win solutions