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## JOB DESCRIPTION

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Job Title : **School Business Manager**

Grade : **PO4**

Line Manager: **Headteacher**

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### Main purpose of the job

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- Lead for the efficient management of school finance and accounts.
- To provide strategic leadership and direction on the operational management of curricular & non-curriculum functions within the school, including ICT.
- To act as a professional adviser to the Headteacher and Governing Board on school finance, HR and site management.
- To lead and manage whole school projects (collaborating with other relevant staff).
- To advise on school finance and to be a part of the Senior Leadership Team.
- To contribute to the safeguarding and protection of all pupils.

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### Supervisory responsibility

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To be responsible for the line management and performance management of administration, finance and site/premises staff across the two sites. To lead on recruitment and work familiarisation for new members of these teams.

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### Main responsibilities and tasks

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#### **Financial Management**

1. To lead on financial management in conjunction with the Headteacher.
2. To provide strategic leadership in conjunction with the Headteacher to plan and prepare the annual budget in liaison with relevant staff and present the budget to the Governing Board for approval.
3. Monitor and analyse school budget areas on a monthly basis and update the Headteacher & Governors of any significant changes.
4. To be responsible for the production of financial reports as required.
5. To prepare and complete correct end of year reconciliation.
6. Ensure effective operation of inventory processes and systems, including the school's asset register.
7. To manage earmarked funding streams and ensure that such funds are properly accounted for.
8. To manage and evaluate service level agreements, keeping them under review by comparison with alternative providers, and negotiating, managing and monitoring contracts, tenders and agreements to ensure best value and identify any cost savings.
9. To be responsible for and investigate the availability of funds/grants to be bid for on behalf of the school and advise the Headteacher on the completion and submission of these bids.
10. To promote and extend the use of the school site as a method of income generation.
11. To supervise and accurately record existing methods of the site use in generating income.

12. To ensure that systems are in place for the smooth running of the school's financial management systems.
13. To ensure financial best practice as required by the LA & compliance with financial regulations e.g. SFVS.
14. To maximise the school's interests within financial, legal and regulatory constraints.
15. To oversee the school's insurance policies in all forms, including arrangements for their review in conjunction with the Headteacher.
16. To manage the school's lettings and charging policies and ensure they are effectively managed.
17. To ensure the school has obtained the necessary licences and permissions.
18. To manage correct weekly reconciliation of the school's bank account.
19. To manage, organise and process weekly bacs payments ensuring all outstanding invoices to the school are cleared.
20. To manage school credit card expense.
21. To be responsible for the production of end of month reports to submit to the Local Authority for reimbursement.
22. To scrutinise and analyse all staff salaries and other expenses paid out of the school account via the Local Authority. To investigate and address anomalies. To be responsible for the inputting of data into the relevant online systems.
23. To prepare for and present for financial audits, responding to any recommendations.

### **Human Resources**

24. To support the Headteacher with formal HR processes.
25. provide advice and guidance to the Headteacher on the assessment of salaries, expenses, sickness and maternity procedures.
26. To support the management and updating of the school's Single Central Record, ensuring it is kept up to date and compliant.
27. To manage a rigorous recruitment process, in line with the school's safer recruitment policy.
28. To be responsible for the recruitment of all staff across the school, in conjunction with other relevant staff e.g. SENCO, welfare etc.
29. To lead on ensuring accurate and appropriate adverts for vacancies are published and participate in the shortlisting, recruitment, selection, appointment and development of staff as directed by the Headteacher.
30. To lead in the accurate and timely completion of the school censuses

### **Facilities and Premises Management**

31. To work with the Headteacher, Governing Body to establish a rolling programme of maintenance work within budgetary restraints.

32. To oversee in conjunction with the Headteacher, the maintenance, refurbishment and development of the school premises and grounds.
33. Lead on the priorities of work around the site in accordance with the school's asset management and development plans.
34. To monitor the quality of work of contractors.
35. To co-ordinate the records of fire practices and alarm testing with premises staff, ensuring emergency procedures are current and timely and know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
36. Oversee the negotiation, evaluation and management of contracts for works and services to the site and have overall responsibility for the co-ordination and management of work and communicating with architects, contractors and the Local Authority with regard to the maintenance, refurbishment and development of the school site.
37. To have knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to external organisation, acting as the Health and Safety and Fire Coordinator, as identified by the school's Health and Safety policy.
38. To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
39. Ensure the school's Health and Safety Policy is clearly communicated to all staff and is available to all.
40. Contribute to governor reports / visits related to matters of health and safety.
41. To be a key holder for the school site.

### **ICT strategy**

42. To lead an ICT support strategy so that curricular and administrative functions operate effectively, outsourcing technical support where necessary.

### **General and Administration**

43. To attend meetings and provide reports, where necessary, e.g. Full Governing Body, Home School Partnership, Resources & Health & Safety / Premises.
44. To lead and manage marketing of the school, such as school prospectus and virtual tours.
45. To liaise with the attendance officer to be responsible for the arrangements for Internal school photos, and liaise with ICT staff and SLT regarding the update of the school website.
46. To use the school's management information system to provide reports as required and as an information source.
47. To use ICT effectively in order to manage own workload and the work of those for whom you have supervisory responsibility and to work with the school IT lead & external provider on all ICT aspects within school
48. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
49. To take responsibility for school events, including compiling risk assessments & obtaining any necessary licences.

50. To lead and manage the school's responsibilities in line with GDPR & data protection, ensuring the school remains compliant at all times.
51. To manage, resolve and report any data breaches within the school.
52. To lead on ensuring school policies (relating to finance and HR) are reviewed on time and adhered to as appropriate.
53. To assist with the supervision of pupils out of lesson time, as necessary for their safety.
54. To attend relevant meetings and participate in training opportunities and performance development as required.
55. To undertake any other broadly analogous duties as directed by the Headteacher.

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### **Responsibility for Resources**

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Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

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### **School Standards**

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#### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Hounslow Town Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

#### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

#### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

#### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about

cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

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**Signatures – line manager and job holder**

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Signed.....

Dated:.....

*Headteacher*

Signed.....

Dated:.....

*Postholder*

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.