

West Lane Primary School

School Business Manager

Job Description

Hours:	37hrs, term time only + 15 days
Salary Scale:	Grade I
Qualifications	CSBM, DSBM or equivalent
To whom responsible:	Head Teacher / Deputy Head Teacher
Staff for whom responsible:	Administrative Assistants, Caretaker, Teaching Assistants (non-educational aspects)

Overview of Role

The School Business Manager is a full member of the school's operational management team. The overall purpose of the job is to:

- lead on all aspects of finance, human resources, facilities & site management, health & safety, premises and school management systems;
- ensure that the school makes the best possible use of resources available;
- line manage the caretaker and administrative assistants;
- manage the school site and ensure that it is permanently safe, secure and ran to maximum efficiency;
- ensure that the school is fully prepared to meet external auditing and OFSTED financial procedures;
- liaise with the relevant members of the LA/council;
- be responsible for the communication between the school and its service users;
- support staff by providing advice on non-educational matters;
- attend all Committee Governors meetings to provide information to the governing body on areas such as finance, premises, staffing.

Specific Responsibilities

1. Finance

- 1.1 Advise the Head Teacher and Governors on financial policy, preparing appraisals for particular projects.
- 1.2 Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the school leadership accordingly.
- 1.3 Monitor accounts against budgets and share changes to school accounts with Budget Officer.
- 1.4 Assist the Head Teacher and budget officer with budget setting and report on the financial state of the school to the Governors.
- 1.5 Be responsible for monitoring salary costs on a monthly basis.
- 1.6 Be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures.

- 1.7 Monitor all accounting procedures and resolve any problems, including:
- The ordering, processing and payment for all goods and services provided to the school.
 - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Maintaining an Asset Register.
 - Preparation of invoices and collection of fees and other dues.
- 1.8 Prepare the final accounts and to liaise with school auditors. To provide detailed management accounts for the Governors and Head Teacher according to an agreed schedule, reporting immediately any exceptional problems.
- 1.9 Maximise income generation within the ethos of the school.
- 1.10 Be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- 1.11 Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- 1.12 Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.
- 1.13 Monitor the management of a range of school resources (e.g. consumables, supply teachers, IT equipment etc.) and produce an annual Improving Resource Management report.

2. Human Resources

- 2.1 Be responsible for general personnel matters. For the clearance of new staff – medical checks, safeguarding, etc. and to ensure contracts of employment are issued.
- 2.2 Be responsible for and obtain best value for the school staff insurance scheme.
- 2.3 Arrange and support supply cover in school.
- 2.4 Gather advice for Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- 2.5 Maintain confidential staff records online.
- 2.6 Provide leadership and guidance for support staff, including direct line management responsibility where appropriate e.g. administrative/clerical, teaching assistants, caretaker.
- 2.7 Be responsible for the administration of the recruitment process for all new appointments.
- 2.8 Along with Senior Management staff, plan for, arrange and report on Staff Development aspects for all staff. Formulate and review appraisal targets for team staff.
- 2.9 Advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, discrimination etc. and the implementation of these policies in the school.
- 2.10 Formulate, monitor and implement the school's Health & Safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- 2.11 Co-ordinate, and provide induction for, any visiting professionals, volunteers, trainee teachers or pupils from other schools on work experience.
- 2.12 Ensure the highest degree of welcome for school users visiting or telephoning school.
- 2.13 Act as the school's Health and Safety Co-ordinator and Fire Safety Co-ordinator.

3. Facilities

- 3.1 Line-manage and liaise with the caretaker and site management companies/ services.
- 3.2 Support the organisation of contracted work on site.
- 3.3 Liaise with outside contractors and ensure health and safety standards are maintained and risk assessments completed where necessary e.g. Asbestos
- 3.4 Liaise with Gateshead Council departments regarding property matters, fire safety, etc.
- 3.5 Complete all annual risk assessments e.g. fire, generic, lone worker etc. Implement new Risk Assessments where required to ensure a safe environment for all.
- 3.6 Ensure correct legislation is followed e.g. DDA requirements in and around school.
- 3.7 Report to staff, and governors the issues and developments in relation to buildings and premises.
- 3.8 Liaise with the Local Environmental Services (Buildings and Cleaning/School Catering) at both the managerial level and staff level.

4. Health & Safety / Safeguarding

- 4.1 Support the Head Teacher in ensuring all necessary Safeguarding procedures are in place and followed, ensuring that the school Single Central Record is maintained correctly.
- 4.2 Advise the Head Teacher on Safeguarding matters such as Health & Safety, Staffing Policies, Fire Safety, Building Maintenance, Cyclical Maintenance, Site Security, Contractors etc.
- 4.3 Ensure that admin assistants follow all procedures in the implementations of Safeguarding practice e.g. registers, site security, attendance first call etc.
- 4.4 Monitor the school environment, both indoors and out, in order to identify issues and further developments that ensure a safe place to learn and work.
- 4.5 Carry out short term induction for staff and volunteers upon their arrival.
- 4.6 Report to staff, and governors the issues and developments in relation to H&S, Safeguarding and provide/ organise training when needed.
- 4.7 Monitor attendance patterns alongside the Senior Management.
- 4.8 Co-ordinate medical and first-aid procedures and organise/schedule training for staff.

5. Whole School Administration

- 5.1 Manage the school administrative functions including the administrative ICT facilities, school reception, reprographics, records and telephones.
- 5.2 Support in the collation of information to produce school newsletters.
- 5.3 Minute meetings when requested.
 - 5.4 Ensure ICT equipment is in working order, liaise with ICT Services and obtain best value on any purchases or repairs.
- 5.5 Oversee all matters of data protection/ GDPR and liaise with data protection services when required.
- 5.6 Liaise with all outside agencies regarding the welfare of pupils where necessary.
- 5.7 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.
- 5.8 Provide information for the preparation and production of all school records and publications.
- 5.9 Maintain pupil and staff records for school use and LA/Government census
- 5.10 Construct duty rotas and timetables for administrative and site staff.
- 5.11 Oversee the policy review cycle and ensure all school policies formulated by the Head Teacher, staff, LA and Governors are updated, well presented and available in electronic and paper formats.

- 5.12 Support teachers to co-ordinate off-site visits and accompanying administration (e.g. booking transport, maintaining risk-assessment records).
- 5.13 Promote the school to different audiences and secure a high profile of the school in the local community, including within local press.
- 5.14 Issue lettings agreements and licenses to users of the school premises and maintain these agreements with them.
- 5.15 Liaise with local businesses for fund-raising and joint projects that will benefit the children at the school.

Review of Job Description

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time-to-time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.