

SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Job Title	School Business Manager
Grade	I
Post Accountable to	Head Teacher and Governing Board
Purpose of the Job	<p>To provide strategic vision, leadership and management of all support services for Linaker Primary School including finance, human resources management, administration, and premises.</p> <p>To line manage office and premises, including commissioning and delegation of relevant activities.</p>
Duties and Responsibilities: Leadership and Management	<ol style="list-style-type: none"> 1. Act as the lead financial member of the staff, managing the school's budget and providing financial support and advice and attend Leadership meetings as required. 2. Initiate and/or enact any projects across the school with a strategic impact. Including engaging with colleagues, legal entities, suppliers and public bodies to fulfil all aspects of such projects. 3. To contribute to and advise leadership and governing body meetings as required ensuring a shared understanding of the school's finances and that resources are used effectively, seeking best value at all times. 4. To undertake all duties in relation to clerking for the Governors, including preparation for meetings and minute taking. 5. Share in the school's collective responsibility to ensure the safeguarding and well-being of children advising on effective risk management, and ensure that the school complies with Health and Safety requirements 6. Ensure the school's legal compliance under the GDPR framework alongside the Nexus DPO. 7. Define responsibilities, information and support for staff and other stakeholders 8. To attend Governor meetings as required, preparing and presenting relevant information including annual budget statement, CFR return, Financial Summary and Statement of Internal Control 9. To line manage caretakers and all admin staff, including assisting in recruitment, induction, training, and mentoring systems for these staff 10. To manage and quality assure any third-party contracts, such as supply cover, catering, cleaning, Kids Club.
Duties and Responsibilities: Finance	<ol style="list-style-type: none"> 1. Be responsible for all financial matters in the school including compliance with financial regulations, insurance, school fund and completion of statutory financial returns throughout the year. 2. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets. 3. Work with the Head teacher and governors in preparing the school's annual budget, taking into account the school's priorities and be proactive in addressing significant variations through budget monitoring. 4. Prepare and maintain reports, records and accounts as required in conjunction with the school's accounting systems. 5. Maximise income through lettings and other activities and be responsible for dealing with the organisation, administration and financial implications of any private lettings and other income, issuing invoices and ensuring settlement of hirer's accounts. 6. Be responsible for the tendering and monitoring of externally contracted services. 7. Monitor expenditure and income against the budget on a regular basis and

	<p>provide monitoring reports (in a format required by the Headteacher and Governing Body) to the Leadership Team and Governors, highlighting any exceptional items</p> <ol style="list-style-type: none"> Provide financial benchmarking data to the Leadership team and Governors on an annual basis Ensure appropriate insurance is in place and handle any claims that may arise To follow up any outstanding income arrears and take appropriate action.
Duties and Responsibilities: Personnel	<ol style="list-style-type: none"> Implement and ensure all HR processes and systems are legal, compliant with internal policies and best practice. Manage the recruitment process and administrative tasks related to recruitment including safer recruitment checks for prospective employees. Maintain the Single Central Record, carrying out DBS checks for all staff, governors and volunteers. To be the first contact for staff absence and take appropriate action, following school policy. Secure supply cover according to the diary/staff absence Manage staff absences including staff absence record to the LA., conduct return to work interviews, completing Occupational Health referrals and advising the leadership team of any reasonable adjustments for staff. Be responsible for the development of a supportive team of administrative and caretaking staff including the creation and implementation of recruitment/induction/appraisal/ training/mentoring systems for these staff. Provide advice on personnel matters to the Headteacher and staff on pay, contract related issues and staff policies Maintain staff and governor training records, and book courses as required
Duties and Responsibilities: Premises and Health and Safety	<ol style="list-style-type: none"> To oversee 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. Ensure systems are in place for effective identification of hazards and risk assessments and monitored, with any health and safety issues reported to the headteacher and governors. Be responsible for the management of Health and Safety within the school ensuring the Health and Safety policy is implemented and records including risk assessments are maintained at all times. To be the named person to work with outside agencies to ensure all statutory compliances are adhered to. Implement risk management and loss prevention strategies in the school to reduce insurance costs Co-ordinate the efficient operation of all school facilities and maintenance of the school site and buildings through regular communication with the caretakers.
Duties and Responsibilities: Information Systems	<ol style="list-style-type: none"> To manage the school's financial systems including voluntary funds such as the School Fund To implement the school's ICT Strategy by liaising with the school's ICT contractor and assist resolving ICT issues within the school To manage and co-ordinate electronic communication, reprographics and telephone systems
Duties and Responsibilities: Administration and Safeguarding	<ol style="list-style-type: none"> Establish, manage and use effective methods to review and improve administrative systems that deliver outcomes based on the school's aims and goals. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication To maintain school website to ensure statutory compliance and prepare information for publications, and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

	<ol style="list-style-type: none"> 4. Organise the timetabling of extra-curricular events and liaise with outside providers. 5. To ensure inventories of equipment and stock are maintained, such as school asset register. 6. To work as part of the administrative team to ensure that the school's admin function is operated to the highest possible standards 7. To maintain high standards of child protection and confidentiality in all school matters 8. To liaise with relevant members of the Local Authority and other outside agencies 		
General	<ol style="list-style-type: none"> 1. Contribute towards a positive school ethos, work and aims of the school. 2. Undertake day to day administration duties, when required, including receiving visitors, answering the phone and dealing with enquiries, providing general support to the front office when needed. 3. To undertake such other duties appropriate to the post as may, from time to time, be required to ensure the smooth and efficient running of the school 		
Organisational Relationships	<ul style="list-style-type: none"> • The School Business Manager is accountable to the Headteacher • The School Business Manager is responsible for office, and premises staff 		
Contractual Information	<table border="0"> <tr> <td>Hours of Work</td><td>The basic number of hours will be 36 per week, all year with some fixed holidays during school closures.</td></tr> </table>	Hours of Work	The basic number of hours will be 36 per week, all year with some fixed holidays during school closures.
Hours of Work	The basic number of hours will be 36 per week, all year with some fixed holidays during school closures.		

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

August 2022