



# Comet Nursery School and Children's Centre

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Headteacher: Lisa Clarke

## SCHOOL BUSINESS MANAGER JOB DESCRIPTION

### Job details

- Job title:** School Business Manager
- Reporting to:** Headteacher
- Responsible for:** The office administration team and Site Manager.
- Grade:** PO3 (£39,543.00 - £41,466.00) pay increase pending  
36 hours per week term time, plus 2 weeks and Governing Body meetings

### **Context of the post:**

The School Business Manager (SBM) holds a key position within Comet. Reporting directly to the Headteacher, the SBM is responsible for ensuring the support services of the school/centre run efficiently and effectively.

As a member of the Senior Leadership Team (SLT) the SBM is expected to contribute significantly to the continuous improvement of Comet's services.

The SBM will be the General Data Protection Regulation (GDPR) officer and implement GDPR processes, maintaining relevant paperwork.

This will include:

- the promotion of the school's aims, objectives and ethos
- assisting in the monitoring and evaluation of performance and processes
- ensuring specific day to day functions of the school/centre runs smoothly
- establishing good working relationships with all stakeholders and external agencies
- to have key holder responsibility for the building during school holidays in liaison with the Site Manager
- attend Senior Leadership Team, full Governing Body and appropriate sub-committee meetings

### **Duties and Responsibilities:**

#### **Strategic Leadership & Management**

- To lead on the disciplines of finance, human resources, ICT, premises management, whole-school administration and marketing under the direction of the Headteacher.



- Work closely and in partnership with the governing body and Hackney Learning Trust and any other key colleagues.
- Manage marketing, publicity and communications, including social media and the school's website to enhance the schools' reputation.
- Assist in the production of timely and fully costed proposals, ensuring they are sustainable through long-term financial plans.
- Ensure an effective link between the schools' financial plan /SFVS and the Schools & Children's Centre Development Plan (SCCDP) to meet Hackney Learning Trust's requirements.
- Understand the implications and changes in Government policy and education trends and communicate this effectively to the Headteacher and GB.
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- To work collaboratively with the Headteacher and other staff to achieve the overall vision for Comet. This will include meeting the targets in the SCCDP.
- To actively seek out innovative approaches, thinking creatively about how to achieve targets and maintaining an open-minded attitude to any change which will benefit children, families and carers and to be aware of networking opportunities and grants/bids available.

### **Financial Resource Management**

- To work with Hackney Learning Trust's finance officers with regards to sources of income and capital funding.
- Ensure the proper collection, reconciliation and banking of dinner monies, fees and any other monies received by the School/Centre.
- Evaluate information and consult with the Headteacher and Governing Body to prepare a realistic and balanced budget.
- In conjunction with the Headteacher create Comet's annual budget and assist in the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Headteacher and Governing Body of the causes of significant variance and propose corrective action.

- Propose revisions to the budget if necessary, in response to significant or unforeseen developments and provide on-going budgetary information.
- Advise the Headteacher and Governing Body if fraudulent activities are suspected or uncovered.
- Ensure that all purchase orders are countersigned in accordance with approved procedures as recorded within the School's Financial Management Policy.
- Obtain quotes for any new work required by the Headteacher and retain copies of all quotes as per the School's Code of Financial Practice.
- Put formal finance agreements in place with suitable providers and monitor the effectiveness and implementation of agreements.
- Assist the Headteacher and Governing Body in benchmarking activities.
- To formulate realistic and balanced short and long term budget strategies with agreed procedures which are reviewed annually.
- Prepare and present the annual budget for approval by the Headteacher and sub-committee meetings with monthly financial updates and reports over the year.
- To attend the sub-committee and Governing Body meetings providing advice and monitoring reports as required.

### **Administration & HR Management**

- Manage the Schools administrative and financial computer network systems, the implementation of appropriate management information systems (RM Integris / RM Finance) and the full computerisation of the administration, accounting and record system.
- Manage the school's HR IT systems, overseeing the updating of staff personal details, changes to contracts and salaries.
- To oversee maintenance of pupil records including those for the assessment and admissions processes.
- Manage general personnel matters including, employment clearance, including DBS checks for new and existing staff on behalf of Hackney Learning Trust.
- Maintain all confidential staff records and the single central record following safer recruitment guidelines.
- Induct, and assist in the training of administration and premises staff.
- Carry out annual performance appraisal of members of the administration team and other staff as required.

- Ensure staff changes or changes to pay are correctly advised to the HR and payroll provider on behalf of the Headteacher.
- Provide advice and guidance to staff, liaising with the HR and payroll provider as appropriate.
- Manage the administration team, holding regular team meetings alongside the Headteacher
- Assist in the administration of staff recruitment, this includes preparing staff contracts.
- Arrange appropriate development for administration and premises team members, alongside the Headteacher
- To ensure the School & Children's Centre is compliant with the General Data Protection Regulations. Recording and managing the school's Data Asset Register and the Data Protection Officer.

### **Premises & Facilities Management**

- Assist with efficient premises management by overseeing the work of the site manager under the direction of the Headteacher.
- Know about health and safety regulations and draw others attention to it when appropriate.
- Know the elements of fire safety and the associated risks to the school through the process of risk assessment.

### **Information Systems & ICT Management**

- Consult with Headteacher and other parties to introduce new technology or improve existing technology for different purposes.
- Communicate relevant policies, including Data Protection for use of technology across the school/centre.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT.
- Ensure contingency plans are in place in the case of technology failure.
- Oversee the work of the financial admin assistant and monitor the process of payments.
- Leading on liaison with external providers and contracted technicians.

## **Children's Centre Extended Services Responsibility**

- As a senior leader manage the Children's Centre team during school closure times where necessary.
- To manage systems and processes in relation to Extended Services such as breakfast / tea clubs and top-up provision.

## **Personal Assistant to Headteacher**

- Act as a first point of contact within the school for staff, governors, parents and others seeking contact with the Headteacher.
- Maintain the diary for the Head teacher, arranging appointments as appropriate, and ensure that s/he is adequately briefed on matters to be discussed.
- To assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information.

## **General Requirements**

- The post holder must at all times carry out his/her responsibilities with due regard to local and Hackney Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Learning Trust's policy on Equality and Diversity.
- The postholder must maintain confidentiality at all times with regard to children and families, personnel and wider school issues.
- To work within the school's Child Protection policy, bringing any concerns to the attention of the Designated Safeguarding Lead (DSL) as soon as possible and following safeguarding procedures.

## Personal Specification

<b>Location:</b>	<b>Comet Nursery School and Children's Centre</b>
<b>Job Title:</b>	<b>School Business Manager</b>
<b>Grade:</b>	<b>PO3 36 hours week, term time only + 2 weeks</b>
<b>Reports to:</b>	<b>Headteacher</b>

<b>Post Requirements</b>	<b>Essential /Desirable</b>	<b>Criteria</b>
<b>Qualification</b>	E	NVQ Level 4 in School Business Management
<b>Experience Relevant to the Post</b>	E	Experience or knowledge of using computerised systems for budget management and the financial regulations applicable to schools.
	E	Experience of producing a variety of financial reports including detailed management accounts.
	E	Experience of high-level administration support including experience of managing staff.
	E	Experience of using information systems including computerised systems (FMS) in an administrative environment.
<b>Knowledge</b>	E	A good knowledge of financial & budget management
	E	A good knowledge of a range of computer applications including financial management systems
	E	Knowledge of HR procedure & policies
	E	An understanding of facilities management
<b>Skills</b>	E	Good interpersonal and organisational skills
	E	Ability to communicate effectively orally and in writing at all levels
	E	Embraces responsibility for identifying sound and effective solutions to a variety of different problems.
	E	Ability to identify work priorities and manage own workload to meet deadlines.
	E	The willingness to work additional hours as required.
<b>Commitment to Comet's aims and values</b>	E	Ability to demonstrate a commitment to equal opportunities for service users and staff in a non-discriminatory approach.