



## Shirley Community Primary School & Pre-School

### Job Description

#### School Business Manager

Shirley Community Primary & Pre-School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced DBS check.

This job description is aligned to the ISBL (Institute of School Business Leadership) Professional Standards: <https://isbl.org.uk/Standards/index.aspx>

<b>POST TITLE:</b>	School Business Manager
<b>GRADE:</b>	SO2 point 26-28 (£30,451 to £32,234)
<b>HOURS:</b>	37.5 hrs per week, 52 weeks
<b>RESPONSIBLE TO:</b>	Headteacher

#### Purpose of the job:

To model and promote the school's mission statement and aims

As a member of the Leadership Team and adviser to the Governing Body, provide strategic leadership and management on all aspects of school business and site management across the School, to continuously improve effectiveness and performance, whilst sustaining consistently high standards

Promote the highest standards of business ethos within the administrative function and ensure effective and successful use of school resources.

Oversee and take responsibility for Financial Resource Compliance, Administration Management, Human Resource Management, Safeguarding Compliance, Facility & Property Management, Health & Safety Management, and Contracts Management (including of third-party providers) of the school.

## Finance

- Work closely with the Headteacher and Governing Body to plan strategically over the long, medium and short term, to achieve good financial planning and build for future educational success
- Prepare the annual budget, in consultation with the Headteacher, for the School for approval by Governors, as well as reporting, planning and forecasting throughout the year
- Procure goods and services on a value for money basis (economy, efficiency and effectiveness) to support education delivery within the context of regulatory frameworks and legislation
- Maximise income through grant applications, lettings and other areas of funding, and monitor the impact and sustainability of these areas
- Negotiate services, facilities and lettings contracts on behalf of the school, including running tendering processes as required and ensuring best value for money.
- Ensure the School's financial plans are aligned to the School Improvement Plan and Pupil Premium Plan, to ensure that priorities are properly resourced and sustainable
- Present timely and fully costed proposals, recommendations, reports, forecasts or bids
- Research, identify and ensure that all financial policies and procedures meet all regulatory requirements
- Implement any necessary changes and improvements to the school's financial systems and policies, including benchmarking and other comparative studies to achieve best value for money
- Provide analysis of costs and other statistical information as and when required
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
- Keep all school accounts and prepare income and expenditure reports in accordance with DfE and LA financial regulations, prepare accounts and returns for submission as required to the LA within statutory deadlines
- Ensure the school meets all the requirements for the completion of the SFVS and keep all relevant evidence in accordance with DfE and LA financial regulations
- Take responsibility for the effective management of the facilities including use of premises and major building projects
- Monitor the School's bank account and take responsibility for monthly reconciliation of the accounts.
- Ensure that claims for Early Years Funding are submitted for pre-school children, as well as the Nursery Milk Scheme, maintaining records as appropriate.

## Human Resources

- To be responsible for the effective operation of all payroll systems
- Monitor salary processing by the school's payroll agency.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures are updated as required to comply with legal and regulatory requirements
- Ensure staff and governors have a clear understanding of the policies and procedures and the importance of putting them into practice
- Maintain and regularly update the school's Single Central Record in line with best practice and ensure that the school is compliant with all safeguarding expectations set by Ofsted/DfE
- Update personnel database and complete LA and DfE returns such as Workforce CENSUS and Pupil CENSUS in conjunction with the Office Manager
- Liaise with the Headteacher and Senior Leaders on personnel issues, as well as maintaining personnel records
- Oversee the submission of monthly timesheets for staff and supply teachers

- Provide advice and guidance to staff and managers on payroll and employment issues including recruitment and safeguarding
- Work with Senior Leaders through all recruitment processes, taking responsibility for and ensuring that all appropriate pre-employment conditions are fulfilled and pre-employment checks are undertaken in accordance with best safer recruitment practice
- Liaise with the school's personnel management company, advising senior leaders and governors about policies and procedures for personnel and staffing, taking responsibility for appropriate policy updates
- Work with Senior Leaders to oversee staff sickness absence, including relevant policy, procedure, record-keeping and return to work interviews
- Attend termly briefings and any relevant training to ensure that knowledge of human resource management is up to date
- Manage the issuing of staff and governor identity badges
- Maintain a register of those to whom door entry fobs are issued; activate and de-activate fobs as required
- Maintain a register of school keyholders
- Ensure that all safer recruitment and safeguarding procedures are followed when appointing governors and volunteer helpers
- Work with senior leaders regarding induction and exit procedures for new and existing staff

#### Premises and Site Management

- Have a strategic overview of the school building and site, working alongside the Headteacher and Governors to ensure there is a medium and long-term plan for renewal and development of all areas of premises
- Ensure a safe school environment
- Work with the Headteacher, key staff and Governors to ensure the school site has all aspects of health & safety and safeguarding covered, in particular clear organisation and understanding of the school's Critical Incident Plan with evacuation and invacuation procedures.
- Work in partnership with School Leaders and wider staff to ensure that the school's premises and facilities are well maintained and that appropriate financial resources are allocated to support maintenance and long term improvement and development.
- Oversee the letting of the school premises, use of facilities (including the Shirley Centre), to outside organisations, as part of a long-term income generation plan alongside the development of extended services and local community requirements within the Framework set by the Governing Body
- Ensure the continuing availability of utilities, site services and equipment
- Monitor, assess and review contractual obligations for outsourced school services
- Implement risk management and loss prevention strategies in the school to reduce insurance costs, as well as advising SLT on insurance services for the school to implement and manage such schemes successfully
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Be responsible for the unlocking and locking of the premises, including associated security checks, during school holidays in the absence of the caretaker
- Ensure a full set of school risk assessments is maintained, developed, updated and shared for the whole building and site

## Health and Safety

- Oversee all aspects of Health and Safety in school, working alongside the Headteacher and Governors
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with site users on health and safety issues, ensure accident records are maintained and provide reports for the Governing Body as required
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leaders, Governors and where appropriate the Health & Safety Executive

## Leadership and Strategy

- Attend Governors' Resources Committee meetings and full Governing Body meetings when required
- Work alongside the Clerk to the Governing Body, in organising policies and supporting them in ensuring the correct documents are available for Governing Body meetings.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team with the provision of financial information to inform strategic decision making
- In the absence of the Head Teacher, take delegated responsibility for financial and other decisions, working alongside Deputy Headteachers
- Plan and manage agreed change in accordance with the school improvement and strategic plan
- Line Manage key site and finance personnel, carrying out appraisals and organising CPD as appropriate. Work in partnership with Senior Leaders to appoint new site staff.
- Prepare and present policies to Governors that are under the remit of the Business Manager

## Administration

- Manage the school's telephone and ICT Facilities
- Be responsible for the school's financial computer network, the implementation of appropriate Management Information Systems and the full computerisation running of the financial administration accounting and recording system
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
- Ensure contingency plans are in place in the case of an emergency or technology failure
- Comply with Data Protection requirements in all working practice, and maintain confidentiality, as required
- Issue invoices in respect of fee-paying pre-school children
- Ensure the school's website is fully compliant with latest DfE requirements and that school communications are uploaded onto the school website regularly
- Oversee the production and issue of governor and volunteer induction packs
- Set up staff access and permissions to the school's email, central hosting and MIS systems, as appropriate
- Be responsible for all school room bookings and liaise with senior staff to ensure a smooth operation of use of the school building throughout the day
- Undertake any other duties consistent with the grading of the post

**Entitlements:**

- Performance management and CPD, with a focus on leadership development
- Training and development within the school's INSET programme
- Appropriate support from the Headteacher and Governors
- To be consulted before any change is made to this job description.

This Job Description will be reviewed on an annual basis and may be subject to modification or amendment at the reasonable discretion of the Headteacher. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and to changes and developments within the school.