

Inspiring Children to shine

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Hardwicke Parochial Primary Academy
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'walk as children of light'

Hardwicke Parochial Primary Academy **Diocese of Gloucester Academies Trust (DGAT)**

Job title: School Business Manager

Accountable to: Headteacher

Contract type: Permanent

Salary: Grade 7

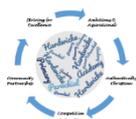
Main purpose

- To manage the financial, administrative, personnel and premises related functions of the school;
- To assist and advise the Head Teacher in all leadership aspects of finance, premises and personnel;
- To fulfil a strategic role as a member of the Senior Management Team in developing the school so as to make best use of available resources;
- To support the Clerk to Governors, Chair of Governors and Governing Body

Duties and responsibilities

Finance

- Prepare budget estimates (including staffing projections) for approval by the Head and Governors, including preparation of the annual Governor's Budget Statement;
- Control, maintain and monitor the annual budget;
- Provide regular accurate and timely financial reports for the Head and Governors;
- Use financial management information, for example, benchmarking tools, to analyse costs, assess trends and directly advise the Head and Governors;
- Be responsible for claiming reimbursements and ensure that the school received all income due;
- Manage the SIMS finance system and maintain an appropriate accounts structure, liaising as necessary with auditors;
- Comply with DGAT procedures to ensure that financial transactions are dealt with in an accurate, appropriate and timely manner;
- Place orders, process goods received and pay invoices for goods and services;
- On a monthly basis, monitor and reconcile payroll service for school and follow up/correct any discrepancies;
- Manage the unofficial School Fund accounts and prepare them for audit;



- Liaise with DGAT finance staff to ensure that new finance initiatives and requirements are implemented efficiently, attending training as and when required.

Personnel and Staffing (HR)

- Maintain personnel contracts in accordance with the Local Authority Human Resources procedures;
- Manage the administrative arrangements for staff appointments, including the organisation of CRB/Police Checks for new staff and volunteers at the school;
- Lead and manage support staff by directly line managing the school admin team, cleaners and caretaker in order to ensure that Hardwicke Parochial Primary Academy meets its educational aims
- Direct office team to ensure efficient and effective running of the general office and reception area as one of Hardwicke's main points of public contact.
- Arrange supply cover for absent staff and submit absence and reimbursement claims for absent staff;
- Liaise with Human Resources Staff and Payroll Staff as required;
- Prepare and revise salary projections to inform budget;
- Maintain confidential staff records;
- Advise governors, as required, on all aspects of Human Resources procedures. Eg maternity cover, redundancies;
- Ensure the school complies with legislation regarding equal pay and employment protection
- Ensure school fulfils its obligations under the Health and Safety at Work Act.

Facilities Management (Health & Safety and Premises, Estates)

- Co-ordinate the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operations of all facilities on the property;
- Monitor and manage all service contracts(e.g. cleaning, grounds, refuse)
- In co-operation with the 'caretaker', take responsibility for the installation and maintenance of equipment for protection against, and escape from fire;
- Keep records of and initiate regular fire practices and alarm tests and ensure emergency procedures are current and timely;
- Understand the elements of fire safety and the associated risks to the school through the process of risk assessments
- Be responsible for ensuring measures for the security of the school site are maintained and communicated to all staff
- Be responsible for ensuring that all regular testing of equipment e.g. emergency lighting, Legionella, Portable Appliance Testing, takes place
- Be responsible for arranging the upkeep of the playing field, garden and playground including the arrangement of playground marking
- Purchase and arrange maintenance of all furniture and fittings
- Maintain the school inventory
- Be aware of health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors and ensure they are complied with;
- Be aware of risk assessment tools and how to use them to establish hazards within the school and the associated risks involved;
- Be aware of the importance of a disaster recovery plan and its place within the management and procedures of the school;
- Liaise with the Diocese Local Authority and local planning authority in building matters; Manage any building projects undertaken by the school, including (when

appropriate) preparation of tender documents, obtaining quotes and risk assessment during the building process

Administration

- Manage the school office and implement and update the systems as necessary for effective administration, communication and record keeping;
- Manage the administrative function including the 'admin' ICT facility, school, reception, reprographics, records and telephones;
- Be responsible for the system and general management of the schools administrative and financial computer network and the implementation and upgrade of appropriate Management Information Systems;
- Maintain pupil records including attendance and assessment information;
- Ensure Hardwicke Parochial Academy's documentation (e.g. letters, prospectus, newsletters, surveys) are prepared in a timely manner and completed to a high professional standard.
- Act as a correspondent for the Department of Children, Schools and Families and be responsible for the records and returns required;
- Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness;
- Liaise as necessary with parents, other local schools, the local authority, the Diocese, external suppliers and contractors;
- Maintain total confidentiality in all matters relating to the school;
- Administer school outings and visits including all travel arrangements (eg booking of coaches) as necessary and all payments and collection of monies;
- Assist the Clerk to Governors and Chair of Governors in issuing notices, convening meetings of Governors and related committees, preparing agenda minutes and reports and deal with any necessary correspondence;
- Attend governors and provide advice for meetings related to school buildings;
- Be responsible for coordinating the use of school premises for extra-curricular activities, school functions and out of school clubs, including administration;
- Maintain diaries, make appointments and act as receptionist to visitors;
- Assist the Family Liaison Worker with the financial aspects of CAFs and act as point of contact in her absence;
- Undertake any other appropriate duties and all correspondence as required for the efficient running of the school office;
- Oversee the work of the administrative assistant with the collection of dinner moneys and purchasing/sales of school uniform;

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.