

## Job Description

<b>POST:</b>	School Business Manager
<b>RESPONSIBLE TO:</b>	Headteacher and Senior Leadership Team at Woodloes Primary School
<b>SALARY:</b>	Grade I - SCP 22 (£27,041) - SCP 25 (£29,577) per annum pro rata Actual salary £23,959 - £26,206 per annum
<b>LOCATION:</b>	Woodloes Primary School (Warwick)
<b>WORKING PATTERN:</b>	Term time plus 1 week (40 weeks), 37 hours per week. Some potential for working from home.
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS
<b>KEY RELATIONSHIPS:</b>	School Office, Finance Administration, Site Manager, Caretakers, Catering Team.
<b>RESPONSIBLE FOR:</b>	Financial Resource management, Administration management, Management Information, Human Resource administration, Facility & Property Management and Health & Safety Management of the School.
<b>MAIN PURPOSE:</b>	The School Business Manager is the school's leading support staff professional and works as part of the Senior Management Team to assist the Headteacher.

### Specific responsibilities:

#### Leadership and Strategy

- Attend Senior Management Team, full Governing Body and appropriate Governor meetings
- Negotiate and influence strategic decision making within the school's Senior Management
- In the absence of the Headteacher, take delegated responsibility for Financial decisions
- Contribute to the school's development plan and involvement in change management processes.

#### Administration management:

- Ensure the effective management of office function and systems
- Develop and maintain administrative systems, instituting changes as necessary, to deliver outcomes based on school objectives and needs
- Manage complex administrative procedures and queries/enquiries. Produce and respond to complex correspondence.
- Define responsibilities, information for stakeholders in school

- Train, support, motivate and develop school office staff in all aspects of administration systems
- Prepare information for publication and returns for the trust and other stakeholders
- Have responsibility for the administration of the Woodloes Teaching Partnership working in conjunction with the Polesworth Teaching School and Warwick University
- Manage the website content for the school

## Finance:

- In line with Community Academies Trusts policies and procedures manage and ensure efficient operation of the schools accounting function accordingly.
- Prepare and evaluate annual estimates and regular reports on income and expenditure.
- Monthly monitoring of accounts against budgets and report on the financial state of the school to the Headteacher and Trust.
- Provide costings in order that decisions on budget items can be made.
- Using Budget Monitoring Software, provide financial management information to and advise the schools senior leadership and management teams accordingly.
- Using Sage 200 Financial System, monitor all accounting procedures and resolve any problems, including:
  - ordering, processing and prepare for payment of all goods and services
  - support the reconciliation of bank accounts
  - preparation of invoices
  - collection of fees
  - recovery of bad debts.
- Carry out month end and year end tasks in liaison with the Trusts Central Finance Team as well as external auditors.
- Prepare the school's financial reports for the Trust and when required other agencies within statutory deadlines.
- Be point of contact with regard to grant applications, gifts and other donations.
- Responsibility for charge card and reconciliation of the spend.
- Reviewing monthly payroll to ensure timely and accurate payment.

## Resources

- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- Select types of activity or sponsorship which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.
- Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with the Trusts requirements.
- Monitor and review the cost of supply agency staffing.
- Manage ordering systems including tendering arrangements as necessary.

## Management information:

- Manage all data collection and reporting to the Senior Leadership teams.
- Take a lead role in developing management information systems and the use of appropriate hardware and software, ensuring their appropriate implementation and maintenance.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available systems
- Communicate data protection obligations and policies across the school
- Report and log any GDPR breaches to Trust and DPO (where appropriate)
- Ensure school policies are up-to-date and in line with current legislation.

## Health and Safety

- Act as the schools Health and Safety Co-ordinator
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is promoted and implemented at all times, and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- 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 Team, Governors and where appropriate the Health & Safety Executive.
- Complete annual audit of health and safety compliance with Trust Estate Act as Schools administrator for Smartlog compliance management system.

## Premises:

- Liaise with the Trust's Property & Estates Team on major property or structural issues.
- Liaise with outside contractors.
- Along with the Trust's Property & Estates Team, request, evaluate and award tenders for major repairs and maintenance of school premises.
- Liaise with Caretaker regarding general maintenance & oversee work.
- Manage maintenance budget.
- Responsible for the letting of the school's premises to outside bodies in line with school ethos.
- Responsible for the publicity of the lettings to maximise income.
- Manage budget for cleaning and caretaking staffing costs, including authorising claims for overtime.
- Manage site security, site maintenance and the efficient operation of all facilities, including liaison with caretaking staff.
- Oversee purchase, repair and maintenance of furniture and fittings.
- Monitor, assess and review contractual obligations for outsourced school services.

## **Human Resources:**

- Responsible for the management of office support staff including: recruitment, induction, training, performance management, and welfare.
- Responsible for the administration processes related to the recruitment and appointment of all staff.
- Manage the Personnel Management Information System (e.g. SIMS), to produce reports and analysis as requested.
- Manage the payroll activities for all school staff.
- Ensure school staff have a clear understanding of the HR policies and how to implement them.
- Liaise with the Trust's Central Human Resources Department on complex staffing matters.
- Be the first point of contact for staff regarding HR queries
- Support the headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Responsible for authorising contracts, processing authorised overtime claims.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 4 in business management or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge &amp; experience in a relevant discipline</li> <li>A minimum of 5 GCSEs (or equivalent) including English and maths at grade A-C as essential.</li> </ul>	Level 3 in Health and Safety  SBM Qualification
<b>Experience, Skills and knowledge</b>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of office administration at a senior/supervisory level</li> <li>Experience of staff management including leading and sustaining productive working relationships and the provision of quality service</li> <li>Financial administration experience</li> <li>Experience of preparing a wide range of statistical information in a variety of formats.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of specialist ICT packages, e.g. SIMS, Sage, Budget Monitoring Software</li> <li>Premises and grounds maintenance</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Has excellent communication skills, written and verbal and is able to develop and maintain good relationships with colleagues</li> <li>Negotiate effectively through highly developed interpersonal, written, oral and presentation skills.</li> <li>Be ICT literate and able to use the internet, operate Microsoft or similar office packages, produce analyses, use email etc.</li> <li>Ability to lead and support a team.</li> <li>Evidence of successful income generation activities across a range of income generation streams.</li> <li>Evidence of leading a high performing team</li> <li>Collaboration skills and evidence of sharing best practice</li> </ul>	Experience of working in a school environment

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work in an organised, consistent and methodical way and have excellent administration and coordination skills</li> <li>• Able to show resilience and work to strict deadlines and under pressure</li> <li>• Ability to work within established procedures but without close supervision, responding to varied problems and developing solutions</li> <li>• Ability to show initiative and be attentive to detail</li> <li>• Calmness to deal with a range of people</li> <li>• Hardworking and a positive attitude to change</li> <li>• Reliable, trustworthy, flexible in their approach and punctual</li> <li>• Commitment to own development with a willingness to attend training sessions, meetings and keep up to date with all professional developments.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS Checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from CAT ethos.</li> </ul>	

Other duties of an appropriate level and nature may also be required, as directed by the school's Senior Leadership Team. Please note that the post holder may be required to work outside of normal working hours for activities, meetings and emergencies.

The post holder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Directors, including child protection matters.

**Other:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	