

 **Job Description**

 **POST:** School Business Manager

 **RESPONSIBLE TO:** Head Teacher and Senior Leadership Team for the organisation and management of the whole school’s administration including finance, personnel, health and safety and premises.

 **SALARY:** Grade I SCP 22 (£26,317) - SCP 25 (£28,785) per annum pro rata

 Actual salary £23,317 - £25,504 per annum

 **LOCATION:** Woodloes Primary School (Warwick)

 **WORKING PATTERN:** Full Time - Term time plus 1 week (40 weeks) 37 hours per week

 **DISCLOSURE LEVEL:** Enhanced DBS

 **Specific responsibilities:**

**Responsibility for people (other than employees supervised/managed):** The post has considerable indirect impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety) through contributing to the development of school policies and delivering a service to SLT**.**

**Responsibility for staff:** The post has direct responsibility for a small team of staff, including their recruitment, performance management, supervision, work allocation, checking work.

**Responsibility for budget:** The post has responsibility to the Headteacher for accounting for the school’s budget and contributing to (advising and guiding) the school’s budget setting and monitoring, ensuring effective spend.

**Responsibility for physical resources:** The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

**Responsibility for Safeguarding children and young people:** Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**Tasks, duties and responsibilities:**

**Planning and development:**

* Contribute to the schools development and involvement in change management processes.
* Responsible for planning, developing and implementing support systems/procedures/policies.

**Office and administration:**

* Ensure the effective management of office routines and systems, instituting changes as necessary.
* Manage complex administrative procedures and queries/enquiries. Produce and respond to complex correspondence.
* Train, Support and Develop school office staff in all aspects of administration.

**Finance:**

* In line with Community Academies Trusts policies and procedures manage and ensure efficient operation of the schools accounting function accordingly.
* Prepare annual estimates and regular reports on income and expenditure.
* Monitor accounts against budgets and report on the financial state of the school to the Headteacher.
* Prepare costings in order that decisions on the composition of the final budget can be made.
* Using Budget Monitoring Software, provide financial management information to and advise the schools senior leadership team 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 schools 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.

**Management information:**

* Manage all data collection and reporting to the Headteacher.
* Take a lead role in developing management information systems and the use of appropriate software, ensuring their appropriate implementation and maintenance.

**Health and Safety**

* Act as the schools Health and Safety Co-ordinator.

**Premises:**

* Liaise with the Trust’s Property & Estates Team on major property or structural issues.
* Liaise with outside contractors
* Along with the Trusts Property & Estates Team, request, evaluate and award tenders for major repairs and maintenance of school premises**.**
* Liaise with caretaking staff regarding general maintenance & oversee work.
* Manage maintenance budget.
* Responsible for the letting of the schools premises to outside bodies.
* 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.

**Stock:**

* Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with the Trusts requirements.
* Manage ordering systems including tendering arrangements as necessary.

**Personnel:**

* Responsible for the management of office support staff including: recruitment, induction, training, performance management, and welfare.
* Responsible for the personnel admin processes related to the appointment of all staff.
* Manage the Personnel Management Information System (e.g SIMS), to produce reports and analyses as requested.
* Liaise with the Trusts Central Human Resources Department all staffing matters of a complex nature.
* Responsible for authorising contracts, overtime claims following approval from Headteacher.

**General:**

* Promote and market the school and secure funding/sponsorship. Manage service contracts.
* Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate.
* Participate in training, learning and development activities & share expertise and skills with others.
* Attend and participate in meetings as appropriate.

**Person Specification**

**Qualifications:**

* NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline
* Hold a minimum of 5 GCSEs (or equivalent) including English and maths at grade A-C as essential.

**Skills:**

* Has excellent communication skills, written and verbal and is able to develop and maintain good relationships with colleagues
* Be ICT literate and able to use the internet, operate Microsoft or similar office packages, produce analyses, use email etc.
* Knowledge of specialist ICT packages, e.g. SIMS, Sage, Budget Monitoring Software
* Experience of office administration at a senior /supervisory level Experience of working in a school environment
* Supervisory or staff management experience & able to lead/motivate staff Financial administration experience
* Able to work in an organised, consistent and methodical way and have excellent administration and coordination skills
* Able to show resilience and work to strict deadlines and under pressure
* Ability to work within established procedures but without close supervision, responding to varied problems and developing solutions.
* Ability to show initiative and be attentive to detail

**Personal Qualities:**

* Calmness to deal with a range of people
* Hardworking and a positive attitude to change
* Reliable, trustworthy, flexible in their approach and punctual
* Commitment to own development with a willingness to attend training sessions, meetings and keep up to date with all professional developments
* Commitment to safeguarding and promoting the welfare of children and young people
* Willingness to undergo appropriate checks, including enhanced DBS checks
* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
* Have a willingness to demonstrate commitment to the values and behaviours which flow from CAT ethos.

Other duties of an appropriate level and nature may also be required, as directed by the schools 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:**

|  |  |
| --- | --- |
| **Employee:** | **Line Manager:** |
|  |  |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |