

Chase Lane Primary School and Nursery Unit



SCHOOL BUSINESS MANAGER **JOB DESCRIPTION**

Purpose of the post:

- Responsible to the Head Teacher and the Governing Body for the efficient conduct of the school's finance, business, legal, personnel management, and premises, including PFI Contract, and all matters within the management of the school which are supportive to, but do not involve, the teaching function, ensuring the school makes the best possible use of available resources
- To generate and co-ordinate new income streams which are supportive of the ethos of the school, developing partnerships in the local community and beyond
- Risk management and Health & Safety including to ensure best value is obtained and policy followed
- Day to day management of third party contracts including all Service Level Agreements
- Responsible for pay and matters relating to all staff
- To provide a range of personal assistance to the Head Teacher

Responsibilities of the post:

Strategic Role

- Responsibility for strategic planning aspects where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and Local Authority financial policy and procedures
- To assist the Head Teacher with formulating and developing school priorities, action planning, policies and procedures ensuring these are communicated to staff and consulted on as appropriate
- To develop and implement a Marketing Strategy for the school to raise the profile of the school within the Community and attract additional funds for the school

General Management, Organisation and Administration

- To provide organisational and advisory support for the Governing Body as required, attending meetings as appropriate
- To implement statutory or LA requirements in compliance with current legislation
- To work alongside and support the Office Manager to ensure the administrative team provide all stakeholders with a professional service and improve the outcomes and wellbeing of our pupils.
- To provide a hospitable and welcoming front line service to all visitors

Whole School Administration

- To work alongside the head teacher on administrative function including the administrative ICT facilities and SLA's
- To work alongside the head teacher on key objectives in the School Improvement Plan
- Interpret matters of policy/procedure/stature to ensure the school's compliance and initiate any appropriate action necessary

ICT Coordination & Management

- To work alongside the head teacher and coordinate Administrative ICT facilities within the school and ensure that all external support is properly managed
- Completion of school equipment loan register
- Checking the asset register is kept up to date. Complete termly spot checks.

Finance and Business

- To implement the financial decisions of the Head Teacher and Governing Body
- To formulate short and long term budget strategies with agreed procedures which are reviewed termly. Prepare and present the annual budget for approval by the Head Teacher and Governors. Quarterly budget monitoring and 5 year plans are prepared and presented to the Governors in line with the Local Authority deadlines, reporting on the schools current and future financial position. Informing the governors immediately of any exceptional problems.
- To advise the Head Teacher on investment and financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school
- To be the budget holder for the school premises and administrative budgets and provide monthly budget monitoring reports for the Head Teacher
- To operate all bank accounts, for public funds, school fund, school journeys and any external grants and to undertake monthly reconciliations
- To prepare financial returns as requested by the DFE, the LA, Inland Revenue, Customs & Excise and other statutory authorities
- To be responsible for the presentation of regular financial reports and longer term assessment on income and expenditure in relation to the school's budget within the School Improvement Plan, including Pupil Premium and PE and Sports Premium
- Process all ordering and tracking expenditure against budget to ensure no overspends.
- Management of the charge card, ordering and monitoring the monthly limit. Processing and reconciling monthly.
- Management of the School Fund including all purchases, invoicing, monitoring and year ends. Preparation of accounts for the annual audit within three months of year end.
- To ensure that the School Financial Regulations and procedures are carried out in line with current regulations and LA Financial Regulations and that they are annually reviewed.
- To obtain comparative quotes, where appropriate, in order to receive best value for money
- To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money
- To be responsible for ensuring the banking of monies, payment of invoices, chasing monies owed to the school.
- To continually monitor and review in the best interests of the school, the school's insurance and process where loss or damage occurs
- To be responsible for monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement
- To prepare bids for capital development projects and other grants to maximise income generation within the ethos of the school
- To ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested
- Maintaining VAT returns and submit statutory returns
- Preparing all financial returns for the school, local authority and government agencies with statutory deadlines.
- Preparing final accounts for the local authority. Providing the head teacher and governors with detailed accounts in line with the local authority deadlines.
- Ensure financial management of the school meets SFVS standards and its own Scheme of Delegation.
- Managing, maintaining and processing both the delegated budget and school fund's petty cash.
- Monitoring, maintaining and processing on the ParentPay system and ensuring information is recorded correctly.
- Managing the process of debt collection.
- Monitoring income targets.
- Negotiating and evaluating contracts, tenders and agreements for the provision of support services with a view to cost effectiveness and ensuring the school maximises their potential from these services.
- Maintain systems and controls for the effective use of school's bank accounts.
- Operate and maintaining the computerised accounts system and for the prompt and controlled payment of invoices through the schools BACS system.
- Prepare invoices and organise collection of fees and other dues (e.g. Music, Clubs income) taking legal action with appropriate advice where necessary to cover bad debts.

- Have an excellent knowledge of SIMS, Access, FMS, excel and word.

Human Resources Management

- To work with the Office Manager for general personnel matters of staff employees.
- Ensuring all HR procedures and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken.
- Payroll administration, monitoring the quality of the payroll services provider to make sure that the payment and deductions are paid correctly and on time to the right location and working with the provider to resolve problems queries and complaints, quickly and efficiently.
- To ensure that the personnel database (SIMS) within the school is accurate, and to check the actual salaries 'committed' on a monthly basis to ensure correct payments are being made to staff. To investigate and deal with any discrepancies. To clear any outstanding commitments from the system on a monthly basis to ensure adequate financial reporting.
- Processing forms relating to personnel details e.g. 'additional hours' claims, supply and other timesheets, and processing on the payroll portal. Ensuring employees are paid correctly and on time. Reconciling claims at month end.
- Managing the cover of Midday Assistants and liaising with the Team Leaders. Working with the SENCOs with timetabling ensuring all cover can be achieved.
- Check the monthly pension reports for accuracy and changes to personnel details such as addresses and make the corrections with the appropriate department.
- Process Local Government Pension Scheme form for all new starter's leavers and variations and check the monthly reports for accuracy.
- Work with Teachers Pension the local authority and LGPS, preparing returns and providing information as requested and within the deadline.
- Prepare staff contracts and issue to the Office Manager for distribution.
- Prepare annual salary statements for all support staff.
- Provide accurate salary calculations to the Office Manager and Head Teacher for adverts recruitment purposes.

Premises

- To work alongside the Kier Management Services, and the SPV to manage the school site:
- To manage the PFI Contract for the school alongside the Head Teacher
- Attend all PFI Meetings during the course of the year and all monthly meetings
- Manage the Lifecycle schedule and variations to the contract (FMANC's)
- Arrange for all premises and plant insurance and liability insurance policies to be taken out annually
- In conjunction with Keir Management Services to support in maintaining health and safety specific to the school and how they relate to pupils, staff, visitors and contractors
- Ensure that contracts for annual health and safety checks are carried out by the relevant services
- To provide and document effective Risk Management, for example, in Health and Safety and in the management of any third party service contracts, in conjunction with Kier Management Services
- To prepare a Business Continuity Plan (Emergency Planning), and be aware of its place within the management procedures of the school
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
- Ensure and monitor appropriate comprehensive records in relation to premises management
- To lead the planning and implementation on site of new capital and refurbishment projects
- To maximise the use of the accommodation both by school and outside agencies in order to generate income
- Advise the Governing Body of the outcome of the annual health and safety audit.
- Check the monthly reports from the local authority and advice of any discrepancies.
- Complete regular walk around of the building and report and defects to the helpdesk.

- Liaise with the SSO on all repairs and ensure that the contractors work around the school times for the safety of all of our children.

Marketing

- To promote the school to different audiences to raise the profile of the school
- To develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these in liaison with the Extended School's Leader.

Other

1. To understand, comply with and promote the Council's Equal opportunities Policy.
2. Organise the music lessons with the Music Service, parents and class teachers. Process on ParentPay and chase debts.
3. Annual pecuniary register
4. To arrange refreshments for visitors, governors, senior staff and at training sessions as required
5. Delivery of school records in line with GDPR.
6. Undertake any similar duties as required.

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy and including such information, training systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

GDPR

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.