

Job Description

Job Title	School Business Manager (Primary)
Grade	2020 Scale 8 (Point Range 25-28)
Reports to	Headteacher
Liaison with	CFO, School & Central Staff, Finance Support Service and other External Agencies
Job Purpose	<p>To operate, maintain and develop the administrative and financial procedures and systems of the school.</p> <p>To provide the Headteacher, Governors and CFO with the financial information that allows them to make informed decisions concerning the financial management of the school.</p>
Duties Key Tasks	<p>Financial</p> <ul style="list-style-type: none"> • Be responsible for all accounting procedures and financial administration and resolving any problems, including: The ordering, processing and payment for all goods and services provided to the school. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Maintaining an inventory and preparation of invoices and collection of fees and other dues • Ensure all financial administration is carried out in accordance with the appropriate DfE and Trust financial regulations and policies • Advise the Headteacher/SLT on general financial policy and planning, attending relevant meetings as requested • Prepare, for approval by the Governors/Trustees, annual and 3 year estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to the Headteacher, CFO and Governors • To attend Governors meetings, advising Governors where appropriate • To prepare monthly reports, control reconciliations and financial returns for the CFO, within statutory deadlines • Ensure the school is following 'Best Value' procedures, keeping analysis of costs and other statistical records. • Research additional sources of income/sponsorship and prepare bids as appropriate in conjunction with the CFO • To maximise income generation and energy saving within the ethos of the school • Maintain a Fixed Asset Register • Prepare information for Internal Control and Annual Audits • Liaise with the Finance Support service and External Auditors to process year end accounts journals • Prepare information for End of Year Certificates and Annual Pension reports <p>Payroll</p>

- Maintain staff salary calculators and ensure staffing changes are reflected on the payroll system
- Be responsible for the timely processing of expense and overtime claims
- To liaise with the Office Manager to ensure all maternity leave, sickness absence and other leave requests have been updated on the payroll system calendar before the payroll cut off date
- Run and reconcile the monthly payroll to ensure staff are paid correctly, resolve variances and upload journals to the financial accounting system
- Liaise with other staff and the payroll software provider to answer any payroll queries

Health and Safety

- To formulate, monitor, implement and review the school's Health and Safety policy including all Risk Assessment procedures
- To advise staff where appropriate
- To be responsible for Health & Safety throughout the school including emergency procedures working with the Premises Manager, reporting to the Headteacher

Premises

- To be accountable for the overall security, management and maintenance of the school site and buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property
- To be accountable for the upkeep of playing fields, gardens, all weather surfaces. To ensure the maintenance of boundaries
- To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community
- To co-ordinate the purchase, repair and maintenance of all furniture and fittings
- To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the schools energy supplies

Catering

- To manage the Catering facility, including preparing and monitoring budget, preparing monthly and year end Trading Accounts.
- To monitor menu preparation and general administration of school meals.
- To line manage catering staff to ensure, with the assistance of the Catering Consultant, all Health and Safety regulations and food standards are met

Personnel

	<ul style="list-style-type: none"> • To line manage administrative staff, lunchtime supervisor, catering and premises staff • To be responsible for the professional development, appraisal and training of administrative, catering, midday and premises staff • To co-ordinate and assist in the recruitment of all staff <p>Administration</p> <ul style="list-style-type: none"> • To manage the finance function • To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness • To be responsible for the systems and general management of the school's administrative and financial computer network, and the full computerisation of the administration accounting and record systems • To handle all other matters relating to the administrative nature which may arise
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. • This post is portable across any school in the Trust.

PERSON SPECIFICATION
School Business Manager (Primary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	An appropriate financial professional qualification – have, or working towards, a DSBM/AAT/CIMA qualification Successful management experience Successful accounting experience working in school financial environment
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the DfE financial systems and procedures A detailed working knowledge of payroll Understands Health and Safety procedures
	Literacy	Good reading and writing skills Good pass in English GCSE (or equivalent)
	Numeracy	Good pass in Maths GCSE (or equivalent) Working experience of preparing, monitoring, evaluating and reviewing budgets Preparation, understanding and interpretation of all financial data
	Technology	Working knowledge of Financial Management Systems (preferably PSF) Working use of Excel spreadsheets Thorough working knowledge of ICT and the software relating to finance
Communication	Written	Proven experience of completing detailed reports, forms and letters
	Verbal	To confidently exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Effectively consult with colleagues
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Develop and maintain collaborative relationships with a wide range of agencies and individuals
	Teamwork	To work effectively with other adults in the school and to work on your own
	Information	Experience of providing timely and accurate information
Responsibilities	Organisational skills	Strong organisational skills Works accurately with attention to detail



	Line Management	To lead and motivate a team in a positive and successful way
	Time Management	Be able to manage own time effectively
	Creativity	Think creatively and follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Effectively evaluate own performance and share knowledge with others