



JOB DESCRIPTION

Post Title:	School Business Manager
Reporting to:	Headteacher
Based:	Harrington Hill Primary School, Mount Pleasant Lane, Hackney
Salary Grade:	PO8 Point 48-49 (£45,846.82 - £46,745.07)

JOB SUMMARY:

- To provide professional leadership and management to the support services of the school. To enhance effectiveness, success and improved efficiency, thereby ensuring a higher standard of learning and resulting in improved standards of achievement.
- To promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives.

MAIN DUTIES:

- Function as a member of the Senior Leadership Team (SLT).
- Attend full meetings of the Governing Body and to service the Governor's buildings, finance and resources committees.
- To promote creative and innovative approaches to teaching and learning and develop resources to support this.
- Be responsible to the Headteacher for day to day organisation and for co-ordination of all activities in the school, day and evening, term time and holiday time.
- Manage and direct the work of all administrative and premises staff in the provision of the organisational and resources framework within which the teaching and learning of the school takes place.
- Be responsible to the Headteacher for the financial administration of all school monies for the drawing up of budgets and for the monitoring of spending.
- Act as a senior staff representative on the Governors' resources committee helping the Chair to draw up agendas.
- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for future development of the school.
- Prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.

- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT.
- Prepare final accounts and liaise with auditors. Provide detailed management accounts for the governors and the Headteacher according to an agreed schedule, reporting immediately any exceptional issues.
- Prepare, or oversee the preparation of all financial returns for the DfE, LEA, and other central and local government agencies within statutory deadlines.
- Be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to current and any future tax legislation.
- Give advice to governors on personnel related issues like assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Maintain confidential staff records, including the school's single central record, and ensure that staff records held in the school by others are of the highest standards possible.
- Assist the Chair of governors in the organisation of the work of the governing body. To facilitate contacts between staff and governors and a flow of information to the Governing Body so that all governors can keep in close contact with the school and have a good knowledge of its development and progress.
- Provide leadership and guidance for support staff, including direct line management where appropriate.
- Be responsible for advising the Headteacher on recruitment of non-class based support staff. Plan for, arrange and report on staff development aspects.
- Be responsible for the professional development and appraisal of admin, premises and catering staff.
- Be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Be responsible for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy and conservation.
- In co-operation with the fire service, to be responsible for the installation and maintenance of equipment for protection against and escape from fire. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current and timely.
- Contribute to the development of the school's premises and resources, ensuring that levels of cleanliness, presentation and maintenance are high and continue to be raised.
- Be responsible for health and safety and all emergency procedures and arrangements.
- Manage the contract for the school's grounds and cleaning services.
- Organise the work of premises staff.
- Be responsible for lettings agreements relating to the use of the school by other organisations.
- Ensure that staff are kept fully informed of key information concerning the organisation and development of the school.

- Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services. Purchase, either directly or indirectly, the school's energy supplies.
- Act as a system manager for the administrative computer network.
- Act as a Data Protection Manager for the school.
- Carry out the above duties in accordance with the school's Equal Opportunities policies.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

GENERAL:

- Take part in the school's appraisal system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Date of Issue:

Signature of Postholder:

Signature of Headteacher:

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A professional qualification in Business Management, Accountancy or Human Resources. 	
Experience	<ul style="list-style-type: none"> • Relevant experience of budget monitoring and account reconciliation. • Experience of project management. • Experience of producing a variety of financial reports including detailed management accounts. • Experience of undertaking a range of administrative and technical duties. 	<ul style="list-style-type: none"> • Experience with applying for bids and funding.
Knowledge	<ul style="list-style-type: none"> • A sound knowledge of the financial workings of a school. • A sound knowledge of budget management and accounting techniques. • A sound knowledge of a range of computer applications including financial management systems. • Knowledge of facilities, catering and premises management. • Knowledge of employment law. 	
Skills	<ul style="list-style-type: none"> • Ability to work independently demonstrating initiative and proactivity. • Ability to contribute to school business planning. • Ability to act as Systems Manager for the school. • Ability to develop and maintain efficient record keeping systems. • Ability to analyse and interpret complex information and make recommendations. • Ability to problem solve. • Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc. 	