



## **Moorlands Junior School**

### **School Business Manager Job Description**

<b>JOB TITLE</b>	<b>SCHOOL BUSINESS MANAGER</b>
<b>GRADE</b>	<b>Grade 6 (SCP 28 - 31 )</b>
<b>HOURS OF WORK</b>	<b>36.25 hours per week term time, plus 5 days INSET and 5 days during school holidays.</b>

#### **JOB PURPOSE**

1. To be responsible for the day-to-day management of all support staff.
2. To contribute to the development of the school and provide strategic leadership and management as part of the Senior Leadership Team.
3. To provide financial advice and guidance to the Headteacher and Governors of strategic financial planning.
4. To play an active role in developing collaborative partnerships with other schools and outside agencies.
5. To be responsible for ensuring that business management and support services develop appropriately and operate in accordance with statutory regulations and that high levels of service are provided.

#### **STRATEGIC ROLE**

Provide the leadership and management of the School Business Management and Support Services at the School including:

1. Formulation of the school budget undertaking strategic financial planning and providing timely advice to the Headteacher and Governors on the most effective use of resources.
2. Ensure that the business management functions operate in accordance with statutory regulations
3. Interpret new legislation and guidance and identification of the implications for the School.
4. Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
5. Develop and implement procedures to evaluate the effectiveness of all staff and feed directly into improvement planning
6. Establish standard operating procedures and other processes to maximise

- efficiency and provide for service continuity in the event of staff absence.
7. Develop and share good practice across the school and into partnerships with other schools and relevant bodies
  8. Secure arrangements to source external advice and support where appropriate. Produce timely and fully costed proposals, ensuring they are sustainable through long-term (3-year) financial plans.
  9. Ensure effective risk management in Health & Safety and the management of any third party service contracts.
  10. Be a member of the School's Senior Leadership Team (SLT) advising on staff issues, school budget and other administrative matters.

## **RESPONSIBILITIES:**

### **A. Finance**

1. Ensure that finances are managed effectively and in compliance with all relevant financial regulations. This includes accounts for public and private funds.
2. Be responsible for the preparation and setting of annual and long term budgets including revised estimates, reserves and growth and the identification of future changes in funding levels and expenditure needs.
3. Be responsible for the monitoring of the budget for the current financial year including reporting to senior management and governors
4. Establish appropriate arrangements for the financial planning and monitoring of any extra activities.
5. Preparation for audit.
6. Provide advice to budget holders, staff and Governors relating to the efficient management of resources ensuring 'best value'.
7. Ensure effective management of a payroll system for school staff.
8. Ensure that procurement arrangements represent best value and meets relevant tendering procedures
9. Ensure proper accounting records are kept and control exercised over accounting arrangements including:
  - a) Income received
  - b) Purchasing & payments made
  - c) Banking and cash flow
  - d) Petty cash
  - e) Control of debtors and creditors
  - f) Inventory of assets
  - g) School trips and educational visits
  - h) Register of pecuniary interests
10. To facilitate the effective operation of the Finance Committee of the Governing Body.
11. Act as a point of contact with any other agencies.
12. To be responsible for the annual SFVS return and delivering the contents to

Governors for approval

## **B. Human Resources**

1. Seek and provide advice and guidance on the development, interpretation and implementation of HR services.
2. Maintain staff records and ensure that staff records held at school are kept confidential
3. Ensure effective arrangements for human resource functions within the school including:
  - Cover arrangements for staff absence are in place
  - Monitoring of staff absences and implementation of agreed policies and procedures including return to work interviews
  - The recruitment of staff to include advertisement, short listing, interviewing and appointment.
  - Maintenance of the Single Central Record and arrangements to ensure that all staff, governors and volunteers at the School have a valid and verified Criminal Records Bureau Certificate
  - The provision of staffing information and changes relating to payroll operation
  - Provision of information and data relating to HR matters for both internal use and external agencies.

## **C. Facilities Management**

1. To ensure that the school buildings and grounds function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements including:
  - a) The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environment
  - b) Maintaining high standards of security of the site and contents
  - c) Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment and fixtures.
  - d) Arrangements are in place to deal with emergency repairs or call outs
  - e) Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations
  - f) Developing and promoting energy efficiency measures

## **OTHER RESPONSIBILITIES**

### **Premises**

1. The operation and development of cleaning and grounds maintenance services either through outsourcing or in house operation
2. Arrangements are in place for the site to remain operational during bad weather
3. The work of any school staff and contractors meets the requirements of health and safety and other regulations

4. Systems for telecommunications, portage and waste disposal.
5. To be responsible for all aspects of licensing, project and asset management
6. To be responsible, in liaison with the Headteacher, for the development plans for the whole site
7. Agree and manage buildings programmes for the school site, including grounds, on behalf of the Head teacher
8. To liaise with the LA/DfE or other providers of finance, together with the schools professional advisers on all matters relating to capital building and development projects.

### **Management Information Systems**

To oversee the development and effective management of MIS including finance, student and staff data.

### **Health and Safety**

1. Act as Health & Safety Co-ordinator and Educational Visits Co-ordinator and seek to ensure full compliance with legislation from all (e.g. staff, pupils, contractors, visitors, online Evolve system etc.) reporting to the Headteacher and Governors
2. To secure appropriate advice for the Headteacher and governors on all Health & Safety matters.
3. To comply with the requirements of the Health & Safety at Work regulations. To take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety responsibilities are carried out.

### **Emergency Procedures**

To control and co-ordinate emergency evacuation procedures including:

1. Initiate and keep record of regular fire practices and alarm tests
2. Recruitment, training and deployment of fire marshals
3. Arrangements for checking of fire routes, alarms and equipment including servicing as necessary
4. Update, review and develop the Disaster Plan and Business Continuity Plan
5. Ensuring that staff, other site users and other agencies are advised appropriately.

### **Administration**

To secure effective arrangements for the clerking of the governing body

### **Catering**

To secure and manage appropriate arrangements for school catering through in house or contracting out of the service.

### **Community Use / Marketing / PR**

To promote and develop the community use of the site including:

1. Establishing, monitoring and developing procedures for community access without negatively impacting on the day to day operation of the School
2. Ensuring that community use of the site is in accordance with health and safety and other regulatory requirements including co-ordination of risk assessment procedures
3. Ensuring appropriate budget monitoring arrangements for the community use.
4. Have overall responsibility for the design and production of marketing literature (including school prospectus) for the school and the web site.

### **Income Generation (Maximisation)**

To lead the development of income generation through seeking grants, developing trading services and creating opportunities to generate income as appropriate.

### **Additional Duties to include**

1. As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
2. To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety
3. As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies.
4. May be required to be an appointed person for first aid
5. May be required to accompany and supervise students on educational visits
6. Act as a personal assistant to the Headteacher ensuring that they are kept fully informed of issues within the school and to maintain an office diary of school events
7. To carry out such other duties which may be required from time to time within the grading of the post

### **STANDARD DUTIES**

- 1.To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- 2.To uphold and promote the values and the ethos of the school.
- 3.To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- 4.To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- 5.To participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the team/school.
- 6.To attend and participate in relevant meetings as appropriate.

7.To undertake any other additional duties commensurate with the grade of the post.

**CONTACTS**

Staff, pupils, parents/relatives/carers and other visitors to the school, other education and health care professionals, Governors, suppliers of equipment & services to the school.

**RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT**

Responsible to: Headteacher

Responsible for: All support staff – office, lunchtime assistants, catering staff, caretaker and any extended schools service staff.