

Job Description



	Job Title	School Business Manager
	School	Chalkhill Primary School
	Location	
	Grade	P04
	Reports to	The Head Teacher
	Staffing Responsibility	Office Staff Premises Staff- School site Manager
	Organisation	<i>Please attach organisation structure</i>

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To manage effective administration and financial services to the school.
- 1.2 To develop and monitor long term financial strategy for the school in consultation with the Headteacher and Governing Body.
- 1.3 To manage the administration of the personnel functions in the school.
- 1.4 To manage the purchase of supplies, equipment and services.
- 1.5 To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals.
- 1.6 To advise the Headteacher and SLT on all financial aspects of School improvement/Strategic Plan

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient)).

Leadership and Management

- 2.1 Provide support, advice and guidance to the Head and SLT in the development of policies and plans ensuring that the objectives and priorities are implemented and reviewed systematically.
- 2.2 With the Head and GB chair plan the strategic work of the GB over the year ahead ensuring the plan is serviced, scheduled, facilitated and monitored for impact and value for money.
- 2.3 Provide advice and guidance to the Head, SLT and Governing Body (GB) in developing new initiatives and managing change and maintain an oversight of the services provided to the school, including development of those services.
- 2.4 Ensure that administrative, premises, personnel, financial and IT services and systems within the school meet current legislation, Brent LA and school based policies.

- 2.5 Play a key part in the collating, analysing and presenting of information to the Governing Body, SLT and Brent LA on its performance against targets set out in the School Improvement Plan (SIP), including offering solutions and options as to how performance can be improved.
- 2.6 Take a leading role in the strategic planning of the school and developing the necessary strategies to make it effective and assisting other senior managers in their plans so that all plans are integrated into the SIP.
- 2.7 Be accountable for all Support Services:
 - o Administration
 - o Finance
 - o Premises and sites

SPECIFIC DUTIES

- 2.8 To be responsible for budget modelling, drawing up base budgets, provisional budgets, and providing financial information and advice to the Headteacher, Governing Body and Finance and premises Committee.
- 2.9 To be responsible for reviewing and developing School's financial policies.
- 2.10
- 2.11 To ensure Schools Financial Value Standard (SFVS) is reviewed and submitted within statutory deadlines.
- 2.12 To monitor salaries and expenditure and advise the Headteacher, Finance and Premises Committee and Governing Body accordingly.
- 2.13 To manage the maintenance of accounting records relating to the school budget on SIMS FMS together with the appropriate financial controls.
- 2.14 To manage all of the school's bank accounts, manage cash flow and ensure that the school systems, in relation to the accounts, work accurately.
- 2.15 Produce bank reconciliation on a monthly basis.
- 2.16 To manage the ordering, processing and payment of all goods and services.
- 2.17 To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget holders about under and over spending budgets.
- 2.18 To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body.
- 2.19 To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff.
- 2.20 To prepare financial returns for DFE, LA and other agencies within statutory deadlines.

- 2.21 To manage the school's VAT responsibilities, advising the Governing Body in the financial and legislative implications.
- 2.22 To be responsible for the management of income generation, including school lettings and fundraising initiatives.
- 2.23 To be responsible for negotiating new contracts e.g. cleaners, caterers, buildings maintenance engineers and to follow best value guidelines with regards to procurement of such contracts.
- 2.24 To be responsible for the procurement of goods and services having regard to the EU tendering process and the LA guidance on best practice.

Office Management

- 2.25 To oversee the day-to-day running of the office function.
- 2.26 To ensure all financial controls are in place for any money collection.

Personnel Management.

- 2.27 To participate in the selection process for staff when needed.
- 2.28 To oversee the accuracy of personnel records and pass information onto HR and payroll as necessary.
- 2.29 To oversee the production of job descriptions, person specifications and advertisements for vacant posts, liaising with Brent Schools' HR.
- 2.30 To ensure that all checks and paperwork in relation to new starters are in place, including DBS checks.
- 2.31 To answer any queries about pay or contract related issues, liaising with Brent Schools' HR.

Health and Safety Management

- 2.32 Ensure that the school's written Health and Safety Policy is clearly communicated and available to all staff.
- 2.33 Ensure the Health and Safety Policy is implemented at all times, put into practice and subject to review and assessment at regular intervals or as the situation or legislation changes.
- 2.34 Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and where appropriate the Health and Safety Executive.

Lettings

- 2.35 To be accountable for increasing the revenue from lettings and the strategic use of assets but ensuring minimum disruption to the pupils.
- 2.36 To be responsible for ensuring the school's letting policy is up-to-date
- 2.37 To be the main point of contact for people hiring the premises and to ensure that hirers are aware of the school's requirements when using the premises.
- 2.38 To issue invoices for the hire of premises.

Facilities and Property Management

- 2.39 To develop strategies for the effective and efficient management of the school's facilities, including the buildings and equipment.
- 2.40 Ensure that the Maintenance Plan is kept up to date and implemented.

- 2.41 Ensure that maintenance and building contracts are tendered and comply with LA guidelines and GB financial limits.
- 2.42 Be accountable for all premises issues relating to the site including resources and Health and safety. Ensuring all inventories are maintained.
- 2.43 Ensure effective and high quality domestic service is proved to the school.

To undertake all other duties in commensurate to the role

Person Specification

POST TITLE:

School Business Manager

SCHOOL:

Chalkhill Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. EDUCATION, TRAINING AND QUALIFICATIONS			
(a) Have recent experience of working as a school business manager or recent relevant experience	*		
(b) Hold GCSEs in Maths and English or equivalent	*		
(c) Hold a diploma in school business management or equivalent	*		
2. KNOWLEDGE & EXPERIENCE			
(a) Experience of running an administrative department and/ or section	*	*	
(b) Successful and relevant leadership experience	*	*	
(c) Successful and relevant experience of bid writing, securing substantial funding and managing the reporting on this	*	*	
(d) Successful strategic experience			*

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
(e) Experience of budgetary management and control within a large organisation			*
(f) Knowledge and experience of a variety of financial management systems and processes and procedures		*	
(g) Experience of motivating and leading staff		*	
(h) A working knowledge of facilities management	*	*	
(i) An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations		*	
(j) Experience of working effectively with a wide range of external partners		*	
(k) An understanding of school management issues and the role of the Governing Body	*	*	
3. SKILLS AND ABILITIES			
(a) Exceptional organisational and planning skills	*		*
(b) Excellent written and verbal communication			*
(c) Highly developed interpersonal skills		*	
(c) An ability to analyse data			*
(d) An ability to prioritise work and use their initiative			*
(e) An accurate and well organised approach to their work			*
(e) An ability to follow instructions swiftly			*
(e) The skills and confidence to coach staff and manage underperformance		*	
(f) Respect for and a liking of young people, their families and their needs		*	
(g) A commitment to equal opportunities and safeguarding		*	

