



## School Business Manager 3 Job Description

### Main responsibilities/Purpose:

To support the school in its primary function of raising standards and improving outcomes for children by:-

- I. The effective deployment of school resources to achieve value for money.
- II. The provision of strategic vision and leadership in all aspects of finance, premises management including health and safety, administration and personnel.
- III. The development and maintenance of procedures and systems for finance, premises management including health and safety, administration and personnel – ensuring compliance with requirements of external regulatory bodies.
- IV. Achievement of targets and objectives as identified in the School Improvement Plan (SIP).

**Line Manager: Headteacher**

**Direct Line Managing: Business Support, IT Network, Reprographics, Premises**

**Responsibilities: All Support Staff, Catering whether in-house or out sourced**

**Liaising with:** : The main contacts of the job are the headteacher, SLT, teaching staff, support staff, pupils, parents, governors, the diocese, local authority, contractors and outside agencies.

**Working Time:** 29.6 hours per week (4 days), Term Time plus 4 weeks

**Salary/Grade:** 10

**Position on Pay Scale (highlight):** NQT    Main Pay Range    Upper Pay Range    **Leadership**    Administrative

### Relating to School Mission Statement:

- In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.

### Leadership and Strategy

- Attend senior leadership team (SLT) meetings, appropriate governors sub committees, full governing body meetings.
- Negotiate and influence strategic decision making within the SLT.
- Take delegated responsibility for financial decision making.
- Plan and manage change in accordance with the School Improvement Plan (SIP).
- Be a role model for professional leadership, promoting team work and motivating staff to ensure effective working relationships.
- Lead and manage identified school support staff.

### Finance

- Evaluate complex financial data and consult with headteacher and governors to prepare a realistic and balanced budget for medium term financial planning driven by SIP targets.
- Present budget proposals, discuss, negotiate and agree final budget. Input and fix budget using SIMS Finance accounting software.
- Produce monthly budget monitoring reports, cash flow, and income and expenditure statements.
- Monitor performance against budget and report variances to governors.
- Report to the LA, DfE and other external agencies ensuring compliance with published reporting framework and requirements for statutory statistical returns.
- Using SIMS Finance software, control the ordering, receipt of goods and authorisation of payments in accordance with internal financial guidelines, best value principles, procurement policy and requirements of Schools Financial Value Standard (SFVS).
- Manage systems to accurately record and reclaim VAT.
- Manage receipt of revenue and capital funding, payments from the LA and income from other sources.
- Manage operation of all school bank accounts.
- Advise governors on investment opportunities to maximize returns at no risk to public funds.
- Initiate additional income generation opportunities within the ethos of the school.



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- At month end, reconcile all financial transactions to trial balance.
- At year end, manage closure routines including adjustment journals.
- Facilitate year end and termly audit processes, working closely with internal and external auditors to ensure procedures and systems meet requirements of LA and SFVS.
- Negotiate, manage and monitor service level agreements (SLAs) for the provision of traded services.
- Use benchmarking tools to measure efficient and effective use of school resources, ensuring current school practices demonstrate the application of best value principles.
- Implement financial procedures policy for non-public funds.
- Manage income and expenditure of all non-public funds, including transactions in School Cash Office accounting software input by finance assistant.
- Undertake termly reviews of unofficial fund account balances and agree recommendations for action with the headteacher.

### Premises Management and Health and Safety

- As delegated by the headteacher and utilising information and guidance available from the LA and Health and Safety Executive (HSE), undertake the role of premises manager.
- Manage health and safety issues associated with premises, ensuring compliance with relevant H&S legislation and insurance requirements.
- Provide evidence for H&S audits, liaise with auditors and implement recommendations.
- Maintain, monitor and organise annual review of whole school H&S policy.
- Ensure statutory compliance relating to periodic testing, servicing and inspection of equipment, including maintenance of premises log books.
- Plan, instigate and maintain fire risk assessment, records of practices and equipment testing regime.
- In conjunction with the site manager, develop and implement a pro-active property maintenance schedule.
- Authorise reactive repairs – obtaining quotations and appointing contractors in line with procurement procedures and internal controls.
- Manage lettings of school premises to external organisations.
- In conjunction with SLT, identify, prepare and submit bid applications to secure funding for building projects.
- Liaise with external project management teams to oversee the implementation of building projects.
- Identify opportunities for use of renewable technologies and green energy options that demonstrate the school's commitment to a sustainable environment and reduction of carbon footprint.
- Co-ordinate provision of appropriate insurance cover relating to all aspects of the school's operation.
- Implement and maintain an effective asset management system.
- Take a lead role in business continuity planning and effective risk management across the site.
- Proactively support the unit catering manager to deliver a quality provision and maximize sales of school meals.
- Manage catering income from pupils and staff using LCR cashless catering system. Liaise with Network Manager to maintain interface with SIMS.
- Act as Deputy Educational Visits Co-Ordinator and designated base contact.
- Co-ordinate and lead on school events
- Manage social media and marketing for the whole school
- First point of contact for employees requesting First Aid.

### Personnel and Administration

- Responsible for the provision and management of reception services, ensuring that all who contact the school receive a friendly and helpful service.
- Implement an annual appraisal system for school support staff that records achievement, identifies training needs and opportunities for professional development.
- To conduct annual appraisals for staff directly supervised, as identified on page 1 of this document.
- Effectively apply the school's recruitment procedures and take a lead role in the recruitment of support staff.
- Liaise with the LA on the production of staff contracts.



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- Develop and maintain in-house systems to submit payroll claims to the LA for processing (absence, overtime, travel expenses etc).
- To be responsible for absence management, including policy updates, regular reviews of staff absence data and reporting into leadership team.
- To undertake return to work interviews for staff directly supervised.
- To support line managers with the appropriate conduct of return to work interviews within their teams, as per absence policy guidelines.
- Liaise with the LA on all staff queries on personnel and payroll matters.
- Seek specialist expertise relating to complex HR issues, ensuring adherence to approved policies and guidelines at all times.
- Maintain SIMS.net Personnel database for staff records and employment information.
- Ensure compliance with Data Protection Act and Freedom of Information publication scheme.
- Manage school licenses (non ICT), ensuring compliance with current legislation.
- Act as Deputy Educational Visits Coordinator

### Data Protection

- Act as Data Protection Officer, ensure that all staff are fully trained and understand legislation regarding to Data Protection
- Co-ordinate the transfer of data within guidelines
- Act as adviser to other staff

### Extra-Curricular:

- To support school functions

### Report to Governors on the above

- Written reporting 3 times per year (Business Manager's Termly Report to Resources)
- Attendance at Governors meetings when necessary\*

*\*If not already a staff Governor*

### Notes:

#### Equal Opportunities

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves unachievable, job redesign will be fully considered. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### Safeguarding Commitment

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Signature Post Holder:**

**Signature Headteacher:**

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**