

Sheen Mount Primary School

**Job Description**

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| **Job Title** | School Business Manager |
| **Responsible to** | Headteacher |
| **Job Definition** | Responsible through the Senior Leadership Team (SLT) to school governors on all matters of financial probity, compliance, health and safety, premises, contracts, human resources and administration of the school. |
| **Salary** | PO4 |
| **Hours** | 36 hours per week, 41 weeks a year (term time + 2 weeks). Involvement in some evening and holiday activities may be required. |

1. **STRATEGIC LEADERSHIP**

* Advise the Headteacher, SLT and governors on financial policy and all financial or compliance aspects impacting strategic planning and operational decisions.
* Ensure the school makes the best possible use of its resources, including the long term site development, through effective strategic planning and consideration of financial implications.
* To be fully conversant with government and Local Authority policies, legislation and directives. Where necessary to liaise and negotiate with the relevant authorities/bodies to ensure the best outcome for the School.
* Participate in Resources Committee Meetings and relevant Staffing Committee Meetings to contribute to strategic planning and provide all relevant financial information.
* To work with the Headteacher and the Deputy Headteacher to take responsibility for non-curriculum matters within the school.

1. **TEAM LEADERSHIP**

* Lead (inspire, motivate and role-model) the school’s administration and facility management team, consisting of four school administrators and a caretaker.
* Be responsible for the performance, workload and professional development of each member of the team, including setting performance targets and identifying development opportunities.

1. **BUDGETARY AND FINANCIAL MATTERS**

* Provide advice and guidance to the Headteacher, SLT and the Resources Committee in all matters relating to finance.
* Prepare a draft of the Scheme of Delegation and Responsibilities on a yearly basis for approval by the Resources Committee.
* Develop a 5-year school Draft and Final budget (Revenue and Capital) for approval by the SLT and Resources Committee (Draft Budget), and Full Governing Board (Final Budget), in support of the School Development Plan and respecting the deadlines and format requirements as dictated by the LA.
* Prepare the draft School Financial Values Survey (SFVS) annually for adoption by the Resources Committee after which it will be presented for adoption by the Full Governing Board.
* Submit the monthly reconciled financial reports in line with the guidelines provided by the Local Authority.
* Monitor budget spend and notify the Headteacher and, if required, the Resources Committee regarding expected variations to the School’s outturn.
* Benchmark the school’s financial performance to that of other schools, in particular those of the school’s Locality Team and/or comparable schools.
* Prepare year-on-year comparisons which map out the school’s historic trends.
* Manage the maintenance of accurate financial records for the main school account.
* Review any annual financial regulations, procedures and school policies and make any relevant amendments.
* Comply with all HMRC requirements, via the LA (monthly submission of VAT reports) or direct (e.g. IR35 / off-payroll rules)
* Report to the Resources Committee on the school’s current financial position and the performance of the annual budget plan.
* Manage the account closing process, ensuring that all stakeholders follow the LA’s timetable and procedures.
* Maximise all income generation and sponsorship generation opportunities. Foster income generation via the School Fund and the Parent Staff Association.
* Manage insurance arrangements in all forms.
* Manage the maintenance of accurate financial records for the School Fund in line with Charity Commission regulations and guidance, including their yearly external financial review/audit.
* Manage all internal and/or external audit reports, drawing up any necessary action plan for recommendation.

1. **COMPLIANCE**

* Develop an operational risk management framework, process and related reporting tools, to be agreed with the SLT and governors, to understand and manage the risks relating to school operations overall
* Ensure the school’s compliance with all national and local relevant laws, regulations, standards, guidance and best practice. Ensure all School Policies and administrative procedures relating to the School’s compliance are fit for purpose.
* Ensure all policies and procedures are reviewed in a timely manner as dictated by the DfE or other national/regional authorities, or as dictated by regulatory changes
* Ensure staff (including where relevant contractors, volunteers and ad-hoc visitors) are made aware of, have easy access to, and receive appropriate training in, all policies and procedures to be followed.

1. **HUMAN RESOURCES**

* As a part of the SLT, and in direct liaison with the Headteacher:
  + ensure staffing decisions are made within the school’s financial constraints
  + assess recruitment requirements, draft and publish job advertisements, determine pay scales and ensure safer recruiting processes are followed.
  + advise on significant staffing events as required, e.g. maternity & paternity leaves, sabbaticals, long term absences, occupational health issues, disciplinary procedures.
* Ensure effective and streamlined procedures which cover all aspects of human resources management and administration, ensuring such systems meet all guidelines.
* Ensure the compliant, effective and timely administration of the school’s staff contracts and payroll, as executed with the support of the school’s external payroll and HR services providers.
* Reconcile and verify all salary payments on a monthly basis.
* Ensure all relevant school staff is recorded on the school’s MIS to comply with the School’s safeguarding commitments and its obligation to submit a yearly Workforce Census
* Manage the school’s Staff Absence Insurance – in terms of value for money of the overall scheme, staff lists and claims
* Use the LA’s expertise to manage the school’s Payroll, Occupational Health, Employee Relations, Recruitment and DBS check contracts to ensure effective contract performance and value for money

1. **HEALTH AND SAFETY**

* Ensure the school’s Health and Safety Policy is reviewed in line with statutory requirements.
* Ensure the school’s Health and Safety Procedures are up to date and reflect the school’s actual practices. Ensure all staff have access to these procedures and are that all staff have received basic Health and Safety training.
* Review and address any training needs for staff in these areas, ensure a record is kept of all training.
* Ensure detailed risk assessments are completed in all areas where risk needs to be managed.
* Ensure significant risks are mitigated.
* Ensure the necessary inspections take place in line with regulatory requirements and good practice.
* Liaise with the Caretaker to ensure that regular in-house checks are completed and documented as such, any identified issues raised and/or addressed directly.
* Maintain records of all inspections and maintenance work.
* Ensure required drills are arranged and monitored for required improvements (e.g. fire evacuation, lockdown procedure)
* Ensure the school has access to the right level of external expertise for H&S.

1. **ESTATE STRATEGY AND MAINTENANCE**

* Develop, manage and monitor an Estate Strategy for the school, to ensure the school optimises the space at its disposal and prioritises areas for investment.
* Manage the letting of school premises for out-of-school use
* Liaise with the caretaker to ensure any in-house maintenance activities are completed.
* Ensure all contracts for external maintenance works are procured in line with procurement regulations, supervised in line with H&S/safeguarding requirements, explicitly checked for satisfactory completion and paid promptly in line with financial regulations.
* Ensure the school maintains an up-to-date asset register and, where necessary, seek approval for financial write-offs from the Governing Body’s Resources Committee, as per the limits set by the Local Authority guidelines.

1. **PROCUREMENT & CONTRACT MANAGEMENT**

* Ensure the school follows national Public Procurement guidelines and Local Authority regulatory requirements
* Ensure the school receives value for money on all its expenditures
* Be responsible for:
  + all tender procedures and negotiations for the school’s large contracts
  + working with the Board of Governors on the procurement process for all contracts exceeding Headteacher spending limits
  + all administrative procedures relating to and monitoring of service contracts

1. **THE SCHOOL OFFICE**

* Oversee and manage all processes and procedures of the school’s office administration including the school’s communication system.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.