



Earlsfield Primary School

Job Description

School Business Manager

Summary of main conditions of service and full job description and Person Specification

Duration	Permanent		
Grade	PO4 36-39 £41466 to £44373 Full Time All Year Round (52 weeks) Holidays to be taken during school holiday times.		
Responsible for	Administrative Officers(x2), Admin Assistant (x1) Premises Officer (x1) Gardener (0.1fte)		
Hours	52 week AYR, 36 hours per week		
Accountable to	Headteacher		
Responsible for	Administrative Officers x2, Admin Assistant (x1) Premises Officer (x1) Gardener (0.1fte)		
Conditions of Service Applicable	NJC for Local Government Services (Green Book)		
Method of Payment	Monthly (15 th)		
Annual Leave* Please see below for further details	The annual leave year is the 12-month period beginning 1st April each year. Leave is taken during school closure periods.		
Annual leave entitlement from 1 April 2010			
Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
23 and above	So1 and up to and including PO8	32	34
Included in the above entitlement is one concessionary day applicable to employees in post on 25 th December which may be taken during the Christmas period, plus the two former extra-statutory days.			

Job Description

Administration & Organisation

Grade: PO4

MAIN PURPOSE OF JOB

As part of the Senior Leadership Team, to be responsible for the operational management of finance, HR, Premises, Administration and Resource Management including ICT, community usage and lettings.

Key Responsibilities

To work in partnership with the Headteacher in the leadership and development of the school to

- Provide vision and strategic leadership for the school, particularly financial leadership.
- Implementing school aims, policies and procedures
- Ensuring safeguarding and safer recruitment
- Promoting the aims, objectives and ethos of the school
- Ensuring a healthy, clean and safe environment is maintained to high standard
- Liaising with external agencies as appropriate
- Ensuring specific day to day functions of the school run smoothly
- Establishing good working relationships with all stakeholders
- Extend the organisations links within the school community including business and industry

Although the role is full time and based on a 36-hour week. the post holder may be required to work outside of normal school hours on occasion (e.g. to attend Governing Board Meetings, etc.), with due notice.

1) Strategic role

- a) Be responsible for strategic planning aspects over current year and a three-year period where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and LA financial policy
- b) Identify explore and secure external funding for the school whilst reporting to the Headteacher and Governors, attending leadership team and governing body meetings where appropriate.
- c) To implement all policies within the remit of the role. These policies will include, but are not limited to, Lettings and Charges, Scheme of Delegation, School Governance, Financial Delegation, Risk Management, safeguarding and pay and Health and Safety and ensure that policies are communicated and consulted with staff, governors, contractors, parents, children, the local authority, local schools and other interested parties.
- d) Ensure that the school meets its non-teaching legal and statutory responsibilities through advice, direction and support to the headteacher and the governing board.
- e) Work within the leadership team to ensure that the revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of educational and organisational objectives.
- f) Manage an effective, multi-disciplined team made up of both directly employed staff and external contractors and assist with the development and continuous improvement of all admin and premises staff.
- g) Promote the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships

2) General Management and Administration

- a) Be responsible for the overall line management and professional development of the administration staff and the premises staff in developing and implementing procedures, protocols and office systems to meet the changing needs of the school. To set objectives and manage performance of administration and premises staff.
- b) To liaise with the Governing Body & their clerk as required.
 - Preparing and presenting reports at all Governor Committee meetings as required
 - Preparing reports (as appropriate) for significant items of importance
 - Providing financial statements and audit trails
 - Prepare relevant statistics
 - Respond to actions arising from Governors' meetings
- c) To recommend, establish and maintain computer-aided administration, including SIMS and FMS which supports all the general work in the school, including statistical analysis, in conjunction with the LA; ensure that the pupil database and other pupil records are properly maintained and regularly updated by monitoring the admin officer responsible for that role.
- d) To be accountable for preparing the school for Local Authority audits, report on outcomes to Governors and create action plans where necessary
- e) To ensure that a suitable Business Management Plan is in place
- f) Promote the effective use of administrative systems that boost efficiency and reduce workload
- g) Ensure compliance with regards to Data Protection and GDPR.
- h) Ensure that all relevant insurances are in place, reviewed and renewed when necessary

3) Admissions

- a) Monitor the administration of admissions (as the admissions authority) for the nursery, including adherence to the school's admission policy, giving information, where possible, to appropriate staff before the children begin school.
- b) Monitor the administration of admissions for the main school (reception to year 6), working with the local authority (which is the admissions authority for those phases).
- c) Monitor the way in which in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.

4) Personnel and Human Resources Management

- a) Be responsible for ensuring effective procedures are in place to meet the LA's regulations in relation to all personnel matters relating to staff.
- b) Provide a confidential, effective and efficient personnel service to all staff in line with the school's adopted policies and procedures.
- c) Be responsible for the administration of all personnel matters including recruitment, retention, resignation, contracts of employment, absence returns and payroll for all staff
- d) Be responsible for the secure maintenance of manual and computerised personnel records
- e) To monitor the provision of induction for newly appointed support staff and provide advice and guidance to existing staff on issues relating to their employment.
- f) Liaise with 'bought in' services e.g. Occupational Health, Payroll, HR Adviser.
- g) Ensure that all personal returns - both local and national are made in a timely fashion.
- h) Ensure that the school's equality policy is upheld.
- i) Maintain the personnel database, ensuring compliance with data protection Act requirement
- j) Ensure safeguarding procedures are followed by staff, volunteers and external agencies
- k) Maintain the Single Central Record

5) Finance and Accountancy

- a) To formulate short (one year) and long term (three year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year
- b) To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns (DFE, LA and other bodies as required) and operating all bank accounts, for public funds, school journeys and any external grants and to undertake weekly/monthly/termly/annual reconciliations as required.
- c) To prepare the school's end of year financial statement
- d) To be the budget holder for the schools non-teaching and maintenance budgets
- e) To be a budget signatory for all school budgets up to the limit prescribed by the Governing Body
- f) To be a member of the Resource Committee attending meetings and full governing board meetings as required – these are often outside normal working hours
- g) To ensure effective monitoring systems of income and expenditure are operated. Identify and report to the head and Governors where significant variances occur.
- h) To undertake the accounting for the school, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, in order to receive best value for money. Having responsibility for ensuring the banking of monies, payment of invoices, chasing monies owed to the school, and payment of casual staff and overtime.
- i) To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money and review the school's insurance processing claims where loss or damage occurs
- j) To prepare bids for capital development projects, external funding possibilities and other grants and make recommendations based on these bids to the Headteacher and Governing Board
- k) To report annually to the relevant bodies on SFVS (School's Financial Value Standard)

6) Premises

- a) To be lead in the management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
- b) To ensure that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
- c) Oversee the facilities and estate functions of the school to ensure:
 - I. an asset management plan is developed, implemented and updated in line with agreed priorities including risk management;
 - II. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
 - III. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
 - IV. catering is managed to agreed delivery criteria and within agreed budgets;
 - V. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
- d) Under guidance establish and maintain a school Health and Safety policy and oversee a programme of risk assessments and fire drills.

- e) To maintain a lettings policy for the school and identify avenues for letting premises and increasing income and to develop ways in which the school can be accessed for community use.
- f) Commission, procure and manage external services required for the facilities and estate management function.
- g) To undertake other related duties that may be required to meet the needs of the schools.

7) Health and Safety

Work in conjunction with the Premises Officer to:

- a) Act as the Health & Safety Co-ordinator and Fire Officer;
- b) Plan, instigate and maintain records of fire practices and alarm tests;
- c) Ensure the written health & safety policy statement is clearly communicated to all staff;
- d) Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
- e) Enable regular consultation with others on health and safety issues;
- f) Ensure systems are in place to enable the identification of hazards and risk assessments;
- g) Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive;
- h) Ensure the maximum level of security consistent with the ethos of the organisation;
- i) Oversee statutory obligations and ensure these are being met for pupils with Special Educational Needs and Disability

8) Contract Management and Procurement

- a) To be responsible for and manage contracts with external providers which will include, but are not limited to
 - I. Site Services and Cleaning
 - II. Photocopying and Printing
 - III. ICT Service and Support and software
 - IV. Catering Services
 - V. Site Maintenance and Health and Safety
- b) To lead negotiations and tender with all potential and existing suppliers to secure for the school the best value for all goods, services and works procured.
- c) To lead in the development of performance indicators to manage all contractors
- d) To lead in dispute resolution and rectification where contractor performance is not meeting standards
- e) To identify, research and recommend contractors to the Governing Board
- f) To ensure that the school adheres to the WBC Procurement guidelines and that major procurement is communicated to the leadership team and governors

9) Communication and ICT

- a) To monitor the management of the school's website and ensure that it is statutorily compliant
- b) To ensure that all office & premises staff contribute to professional and welcoming environment
- c) Ensure that contingency plans are in place in the case of technology failure

- d) Work with Headteacher to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives.
 - I. Monitor staff management of hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;
 - II. The effective commission, procurement and management of external resources and services required for the ICT function.

Safeguarding

The post holder will share the school's commitment to safeguarding and promote the welfare of the children in our care.

- a) To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- b) To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- c) To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description is not an exhaustive or final statement of the duties. The post holder will be expected to take on duties and responsibilities commensurate with the grade of the post as directed by the Headteacher.

Earlsfield Primary School

Person Specification

School Business Manager



	Essential	Desirable
Qualifications		
Educated to at least A level with GCSE (or equivalent) in Maths and English	✓	
NVQ 4 or recognised degree or equivalent related qualification	✓	
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL), MSc in School Business Management or equivalent		✓
Accountancy qualification to a minimum of AAT technician stage		✓
Excellent Numeracy and Literacy skills	✓	
Experience, Professional Knowledge, Skills and Understanding		
Experience of working in a school or business environment at management level		✓
Experience of using computerised systems for budget planning, monitoring, management and the financial regulations applicable to schools	✓	
Experience of using information systems including computerised systems (SIMS) in an administrative environment	✓	
Have good ICT knowledge and skills relating to the responsibilities of the post and be able to demonstrate the effective use of ICT in a variety of forms including FMS, SIMS.net, Excel and Microsoft Office.	✓	
Experience of providing high-level administrative support including experience of managing staff	✓	
Experience of developing and implementing a range of administrative and technical policies procedures.	✓	
Experience of analysing data, developing systems, problem solving and project management	✓	
Experience of premises or site management including knowledge of the application of Health & Safety in a school/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments		✓
Experience of constructing and writing bids for financial funding and an ability to successfully generate income.	✓	
As an employee of the London Borough of Wandsworth, you will be required to pursue actively the Council's policies on equal opportunities and race relations and to undergo any training associated with this.	✓	
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	✓	
Ability to undertake a wide range of finance, personnel, premises and administrative tasks	✓	
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning.	✓	
Ability to collate statistical data and present in written reports	✓	
Experience of leading and managing others including their professional development and performance management	✓	
Evidence of the ability to devolve responsibilities and delegate tasks and monitor outcomes	✓	
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and deprivation and the ability to develop appropriate responses to the	✓	

needs arising.		
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority	✓	
Personal attributes		
To embrace and positively promote the school's aims and ethos	✓	
Relish challenge and perform efficiently in all aspects of administration practice	✓	
Have good interpersonal skills, with the ability to enthuse and motivate the relevant team	✓	
Show an openness and willingness to address and discuss relevant issues, build upon feedback, demonstrate the drive for continuous improvement and deliver change where required/	✓	
Ability to work successfully as a team member establishing effective working relationships, show respect for their colleagues and adopt flexible working practices	✓	
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	✓	
Ability to communicate effectively with the admin team, wider staff, parents, governors and community and develop positive relationships with all stakeholders	✓	
Able to devolve responsibilities, delegate tasks and monitor outcomes	✓	
Approachable, courteous and able to present a positive image of the school to parents, call visitors and be able to relate well to children	✓	
Other Job Requirements		
Enhanced DBS Check	✓	
A commitment to safeguarding	✓	
Knowledge and understanding of child protection and safeguarding.	✓	