

BROADBENT FOLD PRIMARY SCHOOL & NURSERY

JOB DESCRIPTION – BUSINESS MANAGER

To include, Finance, Human Resources, Estate Management, Whole School Administration, Marketing and Liaison.

Post	BUSINESS MANAGER
Purpose	<ol style="list-style-type: none"> 1. To assist the Headteacher in the general organisation, management and administration of the school. 2. To play an important strategic role in implementing 'value for money' and 'best value'; and planning the future needs of the school, by developing business-like work practices. 3. To take responsibility for the management and administration of the school's finances under the direction of the Headteacher. 4. To manage the school premises, developments, maintenance and health and safety issues, in line with the terms of reference of the governors Finance and Personnel and Health and Safety committees. 5. To be responsible and line manage members of the school support staff, to ensure high quality day-to-day support services. 6. To be a member of the Senior Leadership Team (SLT) that will be responsible for policy information, strategic management and service development across the school. 7. To manage Human Resources issues, including admissions and staff contracts under the direction of the Headteacher.
Line Manager	The Headteacher
To line manage: -	Office staff, Midday Assistants, Site Manager and Cleaning Staff
Grade	G
Status	Permanent 36 Hours per week, Term Time Only, plus 3 weeks and INSET days
Main Tasks and duties.	<p>Strategic Role.</p> <ol style="list-style-type: none"> 1. Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications. 2. Produce timely and fully costed proposals and ensure they are sustainable (e.g. through three-year budgets). 3. Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends. 4. Manager of the disciplines of finance, human resources management, estate management, whole school administration and marketing. 5. Ensure effective risk management, for example in health and safety and in the management of any third-party service contracts. 6. Negotiate/advise Headteacher, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times. 7. Be responsible for the school's Business Plan and ensure the Plan supports the development of the school. 8. Give financial advice to the Headteacher and Senior Leadership Team in School Development Planning. 9. Assist colleagues in business planning and ensure that audit requirements are met.

Finance.

1. Prepare the annual estimates of income and expenditure for the approval by the Headteacher and Governors.
2. Obtain agreement of budgets and monitor accounts against budgets. (Support other budget holders with information and data in line with the school agreed Internal Protocols).
3. Be responsible for the preparation of regular management accounts for budget holders and report on the financial state of the school (including monitoring of Income and expenditure against the annual budget) to the Headteacher and Governors.
4. Advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects and developing a business plan for the future development of the school.
5. Ensure compliance/working towards compliance with the Financial Management Standard in Schools (e.g. FMVS - School Scheme Financial Delegation, Internal Protocols of routines and systems etc).
6. Use financial management information especially benchmarking tools, to identify areas of spending, assess trends and directly advise the Senior Leadership Team accordingly.
7. Manage the school accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review.
8. Develop, monitor and ensure accounting procedures are followed and resolve any problems, including:
 - a. Ordering, processing and payment for all goods and services.
 - b. Operation of all bank accounts (ensure monthly full reconciliation, including a check on receipts).
 - c. Maintaining assets register.
 - d. Preparation of invoices and collection of fees and other dues, taking appropriate action where necessary to recover bad debts.
9. Manage the school account and the petty cash account.
10. Prepare Year End final accounts and report to Governors.
11. Be responsible for providing detailed management accounts for the governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
12. Prepare all financial returns for the LA, DfE and other central and local government agencies within statutory deadlines (to be checked by the Head teacher before being sent).
13. Maximise income generation within the ethos of the school and ensure best value principals are adopted.
14. Negotiate new contracts services and manage services already existing within the school e.g. LA service level agreements, alarms, grounds maintenance etc.
15. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services including either directly or indirectly the school's energy supply. (Arrange for monthly meter readings and records).
16. Seek professional advice on insurance and advise the Governors and Head teacher on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.
17. Responsible for the lettings and charging policy for the school.

Human Resources

1. Responsible for general personnel matters including employment and recruitment paperwork, clearance for new staff e.g. DBS applications and liaise with Human Resources regarding contracts of employment.
2. Oversee all staff contracts and coordinate the administration of all staff recruitment.
3. Advise the Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures.
4. Maintain confidential staff records and ensure staff records held in school by others are kept confidential.
5. Provide leadership and guidance for admin staff, welfare assistants, site manager and cleaners.
6. Manage Staff Attendance and Annual Leave to ensure a continuous service throughout the year. Be responsible for monitoring staff absence and maintain records of 'return to work interview's'.
7. Provide advice on employment law issues utilising Working with Schools HR service level agreement.
8. Advise Governors on the policy needed to comply with legislation concerning employment protection, equal opportunities, gender discrimination etc and the implementation of these policies in school.
9. Formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
10. To participate as team leader/ reviewer in the effective implementation of the school's appraisal procedure for admin staff, welfare assistants, site manager and cleaners.
11. To support the Headteacher in the administration of the Child Protection Policy across the school, to secure the safety and welfare of all students.
12. Keep up to date with national and local guidance, and the law on human resource issues, to be able to advise the Headteacher and Governors.

Estate Management

1. In conjunction with the Site Manager oversee and manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
2. In conjunction with the Site Manager oversee plan for lighting, heating, domestic hot water, energy conservation etc.
3. In cooperation with the fire service, manage the installation and maintenance of equipment for protection against and escape from fire.
4. Oversee and monitor all school rolling programmes for purchase, maintenance and refurbishment of furniture, fittings and equipment.
5. Know about Health and Safety Regulations, particularly the main issues specific to the school and how they relate to pupils, staff, visitors, contractors, and other users of the school premises and facilities.
6. Ensure compliance with the Local Authority advice regarding Health and Safety Policy and Procedures.
7. Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
8. Manage the letting of the school premises to outside organisations and develop extended schools' activities, with particular reference to the local community.
9. In conjunction with the Headteacher and Site Manager draw up outline specifications for new projects, obtaining tenders, planning permission, and liaising with building contractors.
10. Know about risk assessment tools and how to use them to establish hazards within the school and the associated risks involved.
11. Implement risk management and loss prevention strategies in the school to

reduce insurance costs.

12. Record and report all accidents of children and staff to the Headteacher and Local Authority where appropriate.
13. Coordinate the School's Equipment Management (Asset Register) and inventories.

Whole-school administration

1. Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
2. Manage the school's administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system.
3. Provide for the preparation and production all school records and publications.
4. Maintain pupil records including those for the assessment process.
5. Obtain the necessary license's and permissions, and ensure their relevance and timeliness.
6. Participate in the full Governing Body and appropriate Committee meetings when required i.e. reporting to Finance, Premises and Health & Safety Committee.
7. In consultation with the Senior Leadership Team, construct the school calendar/forward planner for the year and, in liaison with the Headteacher, ensure operation of the school's staff cover.
8. Carry out secretarial and other administrative/clerical work as required by the Headteacher.
9. Receive appropriate training, as applicable, for all duties that are required within this job description.
10. To be responsible for new staff induction training in line with the school's policy.
11. Liaise and maintain good relationships with parents, relatives, carers and to offer help and support as required.
12. Be aware of Child Protection issues and the need for confidentiality and to identify to the class teacher and/or the named child protection members of staff in school, concerns in respect of individual children.

Marketing and Liaison

1. Promote the school to different audiences and raise the profile within the local community, play a key role in the organisation of school events.
2. Ensure effective liaison with other schools. For example, by linking to a learning network and accessing training on a group basis to reduce costs and/or improve accessibility.
3. Liaise with local businesses for fundraising etc.
4. Coordinate the marketing of the school, including positive links with the press and the community.
5. Responsible for developing and delivering a marketing strategy for the school and publicising its activities and successes.
6. First point of contact for neighbours and non-educational external agencies.

You are appointed to work 22.5 hours, all year round plus INSET days and to carry out additional duties as may be required from time to time as detailed by the Headteacher.

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BUSINESS MANAGER-PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/ Qualification	<ul style="list-style-type: none"> • Educated to A level standard with Maths and English at Grades A* - C or equivalent • Be willing to work towards DSBM 	<ul style="list-style-type: none"> • Evidence of continued professional study • Accountancy qualification
Experience	<ul style="list-style-type: none"> • Previous recent experience of working in financial management - budgeting, accounting, auditing, financial reporting, cash management, investment, debt management and purchasing procedures. • Facilities management • ICT management - ICT provision, maintenance and development of integrated systems, management information systems. 	<ul style="list-style-type: none"> • Previous experience of working in a school or educational environment • Experience of leading others • Experience in Risk management - health and safety, risk and loss prevention procedures. • Experience in office systems management - organisation and management models, operational design, evaluation of business services, communications. • Experience in human resource management - staff development, labour relations, collective bargaining, and payroll procedures. • Experience in sustainable development - planning for a better school environment, education for sustainable development (ESD), environmental impact of DfE and its partners, environmental impact of the education estate, local and global partner activity. • Experience in income generation or managing expenditure budget(s)
Skills/ Knowledge/ Aptitude	<ul style="list-style-type: none"> • Has excellent organisational and time-management skills • Has the ability to work under pressure and prioritise work to meet deadlines. • Good inter-personal skills and emotional intelligence. • Develop and maintain good relationships and communicate effectively with a wide range of 	<ul style="list-style-type: none"> • Knowledge of Arbor and Access software

	<p>people, including pupils, parents and outside agencies</p> <ul style="list-style-type: none"> • Have analytical, problem solving/ creative skills • Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing • Ability to work collaboratively with a range of colleagues • Ability to work with autonomy within set boundaries. • Ability to manage own workload and supervise others • Experience of computerised systems for financial records and budgetary control • Competent in accountancy procedures and financial management • Ability to prepare and monitor budgets and financial information • Ability to identify priorities quickly and accurately and to ensure that deadlines are met • High level of ICT skills with experience of MS Office, Finance systems and budget planning software • Maintain confidentiality 	
Motivation	<ul style="list-style-type: none"> • Willingness to undertake further training/ development opportunities • Willingness to be flexible • Willingness to participate in school events / wider school life 	
Other	<ul style="list-style-type: none"> • Willingness to attend and participate in meetings of Governing Body, as required 	

For Information:

Essential Requirement without which the candidate would be unable to carry out the duties of the post.

Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.