

## **JOB DESCRIPTION: SCHOOL BUSINESS MANAGER**

Responsible to: Head teacher  
Hours: 30 hours per week - Monday to Friday term time plus one week

### **Job Purpose**

To provide an effective business management service to the school by assisting the Head teacher in the efficient use of resources, deployment of staff and ensuring proper and effective financial accounting to support the school in achieving its aims and objectives.

To operate, maintain and develop the administrative and financial procedures and systems of the school. Ensuring the legal requirements are met.

To advise members of the Senior Management Team on all non-teaching matters so as to contribute to the successful and effective operation of the school.

To attend Governors Finance Committee meetings, advising Governors where appropriate.

To support the aims and ethos of the school, promoting it within the community.

To support the collection storage and retrieval of pupil information to ensure the legal requirements are met, parents are informed and the required management information is available to the school.

### **Financial Duties**

To monitor all accounting procedures and resolve any problems, including:

- Ensure the efficient use of all resources by regular monitoring of school expenditure through devolved budget holders and review to ensure best value.
- Support the Head teacher in preparing school budgets, allocation of budget and accounts.
- Manage the production of regular financial management data each month for monitoring purposes.
- Seek out new suppliers as necessary.
- Deal with any financial irregularities needing further investigation in accordance with Financial Regulations.
- Liaise with the school's payroll provider to ensure that the monthly payroll is produced in an accurate and timely manner.
- Maintaining an inventory
- Preparation of lettings invoices and collection of fees and other dues.
- To be responsible for liaising with the LEA for the provision of a payroll service for all school staff.
- To prepare, for approval by the Governors, annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to Governors.
- To be responsible for seeking professional advice on insurance and advising the other members of the Senior Management Team on appropriate insurances for the school, and handling any claims that arise.

## **Premises & Resources**

- To coordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property.
- To coordinate the upkeep of playing fields, gardens, all weather surfaces.
- To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community.
- To coordinate the purchase, repair and maintenance of all furniture and fittings.
- To manage and monitor contract, tenders and agreements for the provision of support services.
- To purchase, either directly or indirectly, the school's energy supplies.
- To maximise income generation and energy saving within the ethos of the school.

## **Personnel**

- To coordinate and assist in the recruitment of all staff.
- Support Head teacher in administering school's safer recruitment process including advertising and undertaking pre-employment screening.
- Liaise with the school's HR provider to ensure that all appropriate procedures are carried out in relation to safer recruitment of staff. This will include DBS checks and contract production.
- Ensuring Single Central Staff record is accurate and maintained effectively.
- Processing all applications for volunteers in school. Maintaining an accurate list of all School Volunteers, and ensure that they are given copies of The Keeping Children Safe in Education Document.
- Assist the Head teacher /Deputy Head teacher and Inclusion Leaders in the arrangement of teacher and other supply cover.
- Undertake the administration of work experience placements.
- Process and resolve any staff queries relating to payroll including the administration of overtime.
- Monitor staff absences and highlight any areas of concern to Head teacher.

## **Administration**

- To provide timely and efficient operation of secretarial and administrative support service to Head teacher and teaching staff in accordance with good secretarial practice.
- Locating, collating, analysing and presenting information.
- Manage the school diary to show events taking place during the school day and out of hours. Present this information to staff and families.
- Organise and undertake tours of the school for prospective families.
- Sort and distribute post efficiently.
- Ensure school entrance is neat and orderly and reflects welcoming ethos.
- Responds to questions from telephone callers, visitors, letter and emails.
- Arrange meetings, including room bookings, hospitality and resources.
- Manage and supervise other administrative staff on designated tasks.
- Organise team meetings for administrative staff and their performance management.
- Administer medicines to pupils as required and maintain accurate records of such.
- To manage the administrative function, including school reception, reprographics and records.
- Telephoning the home of pupils to discuss with parents the reason for pupil absence.
- Liaison with Education Welfare Officer on pupil matters.

- Manage the preparation and production of all school correspondence, records, policies and publications.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk to publishing.
- Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports.
- To act as the confidential Secretary of the Headteacher and to produce the Head teacher's documentation, where appropriate, using appropriate technology e.g. word processing and desk top publishing. Dealing with correspondence etc. On behalf of the Headteacher.
- Administer first aid.
- To handle all other matters of an administrative nature which may arise.

### **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### **Flexibility Clause**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.