

Job Description

School	Wykebeck Primary School
Job Title	School Business Manager
Grade	SO2
Conditions Of service	NJC
Responsible to	Head teacher
Responsible For	non-teaching staff

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To lead and manage all non-teaching activity, support services and resources in order to develop the infrastructure and working / learning environment to ensure excellent teaching and learning. The School Business Manager is responsible for the financial resource management / Administration Management / Management Information and ICT / Human Resource Management / Facility and Property Management / Health and Safety Management of the School. To lead and manage safeguarding policies and procedures in the office infrastructure, ensuring consistency across the split site

Responsibilities

To ensure the school makes the best possible use of resources through effective forward planning; working as part of the leadership team and advisor to the Governing Body on the non-teaching activity of the school.

Improve and develop financial statements, forecasts and best value procedures

Advise and lead on policies and procedures that ensure safer working practice is embedded across the school

To line manage non-teaching activity, support services and resources ensuring effective delegation to team members and being responsible for their performance management

Responsibility for compliance with financial regulations ensuring the integrity of the school's financial management and the smooth operation of the day to day financial operations; ensuring the school has appropriate financial policies, systems and reporting in place and that income and expenditure is managed accordingly

Effective monitoring and processing of all financial transactions including ordering of supplies and services, payment of invoices, coding of expenditure and reconciliation

Preparation of work specifications for tender and assisting with the procurement of contractors

Managing procurement and responsible for securing relevant sponsorship.

Preparation and maintenance of reports, records and accounts as are required by the Head teacher and Governing Body

Use the agreed budget to actively monitor and control performance to achieve value for money

Responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for school. Implementing the insurances required and handling any claims arising

Maximise income through lettings and other activities

Ensure all policies and practice adhere to the legal financial regulations

Responsible for the HR and payroll service for the school

Responsible for the personnel administration including the accurate completion of documents relating to staff employment including starters and leavers, timesheets and maintenance of confidential staff records

Liaising with HR in relation to employment issues

Record all absences and provide reports which support the Head Teacher to monitor absence

Work with the Senior Leadership Team to ensure the effective induction of new staff

Manage staff contracts and recruitment administration including references / DBS / Medical Checks

To manage the use and management of school premises; maximising income, and ensuring the smooth operation of school

Ensuring efficient premises strategies are in place to ensure a safe environment that meets the needs of the school across a split site

Responsible for co-ordinating and overseeing routine maintenance work with the site manager, ensuring any works carried out follow the relevant risk assessments and safer working practice policies and procedures

Oversee preparation for tenders and specifications with the site manager

Co-ordinate the implementation of premises items within the School Development Priorities

Ensure safe operation of school premises, including managing emergency, fire safety and health and safety procedures

Manage the school inventory and implement risk management and loss prevention strategies in the school to reduce insurance costs.

To manage the administrative function of the school including the administrative ICT facilities, school reception, records and telephones, dealing with correspondence and arranging and servicing meetings.

Responsible for the systems and general management of the school's administrative and financial computer system, the implementation of appropriate Management Information Systems and the computerisation of the administration, accounting and records system.

To provide for the preparation and production of all school records and publications.

To manage marketing and promoting the school; including hosting visitors and potential parents and production of promotional literature

Ensure accurate records are maintained including pupil records and admissions, and oversee attendance records.

Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

Managing Whole School Administration, Management Information Systems and ICT

To improve the efficiency of school wide administration processes, facilities, communication and ICT across the split site; advising the Governing Body and SLT as appropriate

Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within the statutory guidelines (including statutory data, Census and other returns)

Oversee and quality assure all administration across the school

Responsible for ensuring all practice adheres to data protection laws

Overseeing the lettings of the school premises to outside organisations and school staff and for the development of all school facilities for out of school use

Responsible for overseeing school and nursery admissions with the Early Years Leader

Overseeing school attendance registers and monitoring individual attendance

Manage the school diary

To oversee the promotion of school, including the production of school publications, upkeep of the website and advertising

Work with the Head Teacher and Senior Leadership Team to maintain and develop links with other schools and settings

Establish constructive relationships and communicate with other agencies / professionals

To organise own workload and that of others with minimum supervision, ensuring priorities are identified and deadlines met.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and assist in the development and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Level 4 Diploma in School Business Management or willingness to undertake if qualification not already held

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people including sensitive and complex information

Able to produce and present reports and data

Able to establish and maintain accurate records using both manual and electronic systems

Able to accurately enter/retrieve data information from information systems

Able to contribute to the improvement of the service including processes and procedures

Able to prioritise own and team's work to meet conflicting deadlines

Knowledge Required

In depth knowledge of business management and office procedures and practice

In depth knowledge of relevant financial regulations to carry out financial transactions, contract management and bid / grant process

Level 4 Diploma in School Business Management

Of procurement processes and procedures

Experience Required

Of dealing with more complex queries from a wide range of people and producing reports to a high standard

Considerable experience of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of supervising and developing staff including undertaking appraisals

Of participating in teams and working on own initiative without ready access to senior leadership

Of the use of the Microsoft package

Of extracting and analysing data from information databases

Behavioural & other Characteristics required

Positive and solution-focused practitioner.

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

N/A

Experience Required

N/A

Behavioural & other Characteristics required

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken

JE Ref Number

Name	Designation	Date
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