



Alexandra Primary School
School Business Manager Job Description
Grade: P04

Main Purpose

- To provide support and leadership to all aspects of budget, finance and premises.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team (SLT) and the Governors, to ensure the most effective use of resources in support of the school's learning objectives
- To be responsible for the school site including maintenance, development. and for ensuring that legal and safety requirements with regard to people and property and function of school are maintained.
- To function as a line manager for all associate staff.
- To ensure the school is fully prepared to meet Ofsted and the School's Financial Value Standards (SFVS) financial criteria and Local Authority (LA) Health & Safety inspections.
- To liaise with relevant members of LA and Council.

In Addition

In addition, knowledge in areas of education policy, premises, personnel and IT will be required as the post holder will have full responsibility for the administrative functions of the school as required by the head teacher and Governing Body.

The post holder is also required to have the ability to work under pressure in a demanding environment and be able to meet effectively the ever-changing needs of the school.

The post holder will be required to lead and manage the administrative staff and will be responsible for their efficiency and effectiveness in meeting the needs of the school within the changing educational environment.

To uphold the values and ethos of the school with all members of the school community and visitors to the school

Basic Objectives of the Post:

- Advise the SLT and Governors on matters relating to premises, finance and health & safety.
- Attend governing body meetings and assist the chairs for Resources and Premises/Health & Safety sub-committees as is required

- Take delegated responsibility for premises and financial decisions following appropriate discussions with the head teacher.
- Deputise for the head teacher as required in relevant fields of expertise in conjunction with the deputy head teacher.
- Help in the undertaking, and where appropriate take a specific lead, in projects identified in the school improvement plan
- To provide support as relevant to the head teacher and deputy head teacher.

Finance

To work with the head teacher in preparing the annual budget for the school to be submitted to the Governing Body and provide specific expertise in long term financial management. To carry out short, medium and long term financial planning; scenario planning and option appraisal providing strategic financial advice to the SLT, head teacher and governing body. The Business Manager will be responsible specifically for:

- Obtaining agreements of budgets and monitoring all expenditure by preparing regular accounts for budget holders.
- Reporting on the current situation in terms of the budget to the headteacher and governors, by attending, when necessary, meetings and resource committee meetings of the governing body.
- The management of the school accounting function, ensuring its efficient operation according to the school and the local education authority's agreed procedures and monitoring of those procedures by conducting at least an annual review.
- Preparing the final accounts, liaising with auditors and ensuring that the school's accounts comply with all necessary requirements.
- Using financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and directly advise the head teacher accordingly
- Maintaining VAT and income tax returns, and submitting statutory returns.
- Effective liaison with the payroll provider to ensure all staff are paid efficiently.
- Preparing all financial returns for the school, DFE, local authority and other government agencies within statutory deadlines.
- Assisting in planning for the maximisation of income generation within the ethos of the school.
- Preparing appraisals for particular projects and the development of long term initiatives for the school.
- Helping plan, prepare and liaise with local education authority and other agencies with regards to grant applications, gifts and donations.
- Securing bid-based competitive funds by effective use of bidding systems and contacts.
- Negotiating, managing and evaluating contracts, tenders, and agreements for the provision of support services (including energy suppliers and catering), with a view of cost effectiveness and ensuring the school maximises its potential from these services.
- Promoting arrangements and bookings for how the school's facilities are used by outside agencies, groups and the wider community.
- Seeking the appropriate advice in terms of insurance matters and advising the governors accordingly. Processing and submitting any such claims.
- Overseeing the ordering of all equipment, materials and services.
- Ensuring that regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.

- Developing and maintaining systems and controls for the effective use of school's bank accounts.
- Operating and maintaining the computerised accounts system and prompt and controlled payment of invoices through the school's cheque book account.
- Preparing invoices and organising the collection of fees and other dues (e.g. trips, dinner money, breakfast club, school building fund) taking legal action with appropriate advice where necessary to cover bad debts.
- Assisting parents, or directing them to staff in the school that may help them, in securing the benefits to which they are entitled.
- Ensuring financial management of school meets the SFVS standards and the school's own Scheme of Delegation.

Premises and Health & Safety Management

Under direction from the head teacher the business manager will be responsible for the overall management and maintenance of the school building, facilities, grounds, fabric and furnishings of the school. Specific responsibilities include:

- Taking the lead on compiling and implementing a Health and Safety Policy. Fire Evacuation Policy and Premises Development Plan, including energy conservation.
- Attending and reporting to Governors' Health & Safety/Premises committee and staff Health & Safety committee.
- Overseeing the quality of work of contractors, premises and cleaning staff, allocating work programmes and reporting standards to the head teacher.
- Monitoring the 'maintenance book' ensuring all issues are resolved in a timely fashion.
- Managing the purchase, repair and maintenance of all furniture and fittings.
- Advising on the main health and safety requirements relating to the school, completing relevant risk assessments and pointing out any shortcomings to the Head Teacher and governors.
- Completing annual fire safety risk assessment with the site manager.
- Keeping records and initiating regular fire practices.
- Monitoring the site manager's schedule of safety testing for specific equipment.
- Overseeing the school's safeguarding procedures with regards to access to the school.
- Management of the school in terms of letting out the premises to members and groups of the wider local community and to aid the school move towards implementing the core provision for extended services. Liaising with the site manager with regard to issuing of receipts, collection of monies and pay claims for extended hours worked
- Management of major building projects and monitoring the work of on-site contractors, arranging for estimates of work.
- Leading on development of school's critical incident plan and manage the elements linked to the resource management responsibility. Leading in the implementation of risk assessment and loss prevention strategies in the school to reduce possible insurance costs.
- Managing and monitoring security, maintenance, heating, cleaning and other general site services within the premises.
- Managing and maintaining the school's inventory/Asset register
- Managing first aid training for staff ensuring compliance with LA health and safety procedures
- Ensuring that the appropriate data protection register and other licences are

maintained and adhering to the requirements of the Data Protection Act, the Health and Safety at Work Act and other relevant legislation as well as council and governing body policy.

- To act as a First Aider

Personnel and Payroll

- Responsible for the line management of the 2 members of the admin staff.
- With the head teacher to lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relation to staff and other adults who may have contact with children or will be on site.
- To be responsible for general personnel matters ensuring procedures for clearance of new staff including references, medical checks, DBS checks and the issue of contracts are in place.
- Setting up staff records and ensuring that staff records held by the school are kept confidential.
- Staff Payroll – to ensure prompt notification of new starters, contract variations, leavers, employee personal details and any changes are provided to the payroll provider in accordance with stipulated format, timescales / deadlines.
- To ensure that sickness absences and leaves without pay are promptly notified to the HR/Payroll provider(s).
- Managing the School Workforce Census and ensuring all statutory returns are completed and returned by the deadline.
- Providing leadership and guidance for the administrative staff including direct line management responsibility.
- Planning and arranging staff development for administrative staff including induction, training and guidance as appropriate.
- Responsibility for the administration for all staff recruitment.
- Monitoring staff absence providing regular statistics to the head teacher and governors. Bringing issues relating to leave and sickness to the attention of the head teacher

Administration Management

- Produce personal and confidential correspondence for the head teacher, senior management team and governors.
- Be responsible for ensuring that all staff are aware of the administrative procedures that are in operation within the school to assist staff in the compliance of procedures
- Be responsible for the operational management of the computerised systems provided to assist in the management of the school
- Manage the whole school administrative function.
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purpose.

Marketing and Promoting the School

- To welcome all parents, pupils and visitors to the school and provide them with relevant support and information on all aspects pertaining to the life of the school.
- To promote the school to different audiences and raise its profile in the local/wider community.
- Liaise with local businesses for fundraising and joint projects.
- To promote the public's perspective of the school by helping to organise tours to prospective parents / visitors / prospective staff.
- Liaise with and support the work of the Friends of Alexandra and attend events

Other Duties

- To manage and complete performance management reviews for Administrative Assistant and other office based staff
- To ensure contingency plans in place in case of technical failure
- To consult and liaise with external agencies as necessary
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- To keep all policies and procedures under review and recommend improvements
- To access training relevant to own professional development.
- To ensure confidentiality when appropriate.
- To undertake any other temporary duties consistent with the basic objectives of the post.
- Review the above after 6 months from date of appointment.

(The above duties may alter from time in accordance with the school's future needs. However, any changes will be undertaken in full consultation with the post holder.)

