

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: School Business Manager - Primaries	Post No: GEN76	Grade: HC7
<p>Organisational information:</p> <p>Responsible to:</p> <p>The Headteacher</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for:</p> <p>Full management responsibility for all school support staff.</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i></p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To plan, organise and develop all aspects of school management, (with the exception of teaching and learning) but including the disciplines of Financial Management, HR Management, Estate Management, Administration, all general Training and Development of staff, and all matters within the management of the School which are supportive to, but do not involve, the teaching function</p> <p>To maximise the schools potential through access to external funding by sourcing additional funding and developing bids for submission where appropriate. (£10,000 - £20,000 per annum)</p> <p>To act as a member of the Senior Leadership Team, actively reinforcing the ethos of the school</p> <p>Working within the resources provided; to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.</p>		

Main Responsibilities / Accountabilities

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

Leadership and Management

- To be responsible for the professional development, and management of school's support staff
- As a member of the Senior Leadership team undertake financial decision making in the absence of the Headteacher
- To attend Senior Leadership Meetings and Governing Body meetings as appropriate, and be involved with the strategic development of school support functions.
- To lead and manage all aspects of school support functions including Finance, HR, Estate Management, and Administration

Financial Management

- To be responsible for strategic planning aspects, including all financial implications, and ensuring the School makes best possible use of the resources available.
- To prepare, for approval by the Headteacher and Governors, the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report in conjunction with the Headteacher on the financial state of the School to the Governors.
- To use financial management information, and benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SMT accordingly.
- To be responsible for the management of the School accounting function, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems including:
 - The ordering, processing and payment for all goods and services provided to the School
 - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Maintaining an assets register
 - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
 - To prepare the final accounts and liaise with the auditors. To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
 - To prepare all financial returns for the DfES, LA and other central and local government agencies within statutory deadlines.
- To develop opportunities to maximise income generation within the ethos of the School. (How much?)

HR Management

- In consultation with the LA, to be responsible for general provision of HR advice to Senior Leadership Team, Governing Body and staff including salaries, payroll, policies and procedures, redundancy and dismissal.
- To manage the recruitment and selection process for administration and other support staff.
- To check identification of staff and volunteers, and to be responsible for the maintenance of a central record for recruitment checks including qualifications, identity, CRB, right to work
- To be responsible for the completion for administration documentation relating to pay instructions and contract amendments for schools staff, and ensure paperwork is sent to LA for processing
- To complete staff absence information and returns and ensure all staff complete the

necessary forms when absent

- To provide support, guidance and professional development for administration support staff
- To maintain and update HR database
- To liaise with Headteacher on any HR issue
- To maintain confidential staff records, and to ensure that staff records held in the School by others are kept confidential.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate.

Estate Management

- To be responsible with the Headteacher for the maintenance of the School site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, ventilation, energy conservation etc.
- In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely
- To keep up-to-date with the main Health and Safety issues specific to the School and how they relate to pupils, staff, visitors and contractors. How much is contracts expenditure terms?
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services e.g. Music, SEN, SLA's (c £60,000). To purchase, either directly or indirectly, the School's energy supplies (c £12,500 per annum)
- To be responsible for the arrangements for School facilities including transport and bookings for School facilities
- To be responsible for the letting of the School premises to outside organisations and School staff, and for the development of all School facilities for out-of-School use, with particular reference to the local community.
- To be responsible for the coordination of repairs and maintenance of fixtures and fittings.
- Develop work specifications and manage service contracts.
 - **Risk Assessment**
 - To know about risk assessment tools and how to use them to establish hazards within the School and the associated risk involved.
 - To be aware of the importance of a disaster recovery plan and its place within the management procedures of the School.

Whole School Administration

- To manage the administrative function including the administrative ICT facilities, School reception, reprographics, records and telephones
- To be responsible for the systems and general management of the School's administrative and financial computer network, the implementation of appropriate Management Information Systems and act as Administration Systems Manager.
- To provide for the preparation and production of all School records and publications
- To maintain Pupil Records including when appropriate the Assessment Process.
- To act as correspondent for the DCSF and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:	Frequency
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Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: School Business Manager – Primaries		Post No: GEN76	Grade: HC7
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	<ul style="list-style-type: none"> ▪ Previous Business Management Experience ▪ A sound knowledge of the financial workings of a School ▪ A sound knowledge of budget management and accounting techniques ▪ A sound knowledge of a range of computer applications including financial management systems ▪ Knowledge of employment law ▪ Knowledge of contracts management ▪ Knowledge of Health & Safety legislation and procedures relevant to a school environment ▪ Knowledge of relevant risk assessment tools 		AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> ▪ Ability to work independently demonstrating initiative and pro-activity ▪ Ability to contribute to School business planning ▪ Ability to act as Systems Manager for the School if required ▪ Ability to develop and maintain efficient record keeping systems ▪ Ability to work as a part of the SMT ▪ Ability to analyse and interpret complex information and make recommendations ▪ Ability to problem solve ▪ Ability to negotiate 'best value' with suppliers ▪ Ability to line manage other employees including responsibility for allocation of work ▪ Ability to communicate with a range of audiences including colleagues, Governors, officers of the County Council and suppliers ▪ Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date ▪ Ability to show sensitivity and objectivity in dealing with confidential issues. 		AF, I

Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> ▪ Degree Qualification ▪ The Certificate of School Business Management or significant relevant experience. 	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> ▪ Ability to demonstrate commitment to Equal Opportunities ▪ Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge ▪ Police clearance 	I DBS check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013
