



St Philip Westbrook C of E Aided Primary School

Business Manager

Job Description

Job Title:	School Business Manager
Hours:	37 hours
Location:	St Philip Westbrook C of E Aided Primary School
Salary:	Grade 7 £23,147.00 - £26,744.00 (term time only, plus 2 inset days)
Reports to:	Head teacher

Job description

This role is integral to the smooth running of the school and to provide professional leadership and management in a number of operations relating to finance, personnel, buildings, Health and Safety and the day to day running of the school office.

Key Areas of Responsibility

- Accounting and financial management
- Personnel and human resources
- Administrative systems
- Premises and facilities management
- Health, safety and security
- Support to the Governing Body and its committees and sub committees.

Accounting and Financial Management

- To be responsible for the school's budget monitoring system and the day to day financial management & processes
- To lead and manage the school services budget dealing and negotiating with a range of suppliers ensuring best value.
- Use of the computerised FMS system to effectively order goods, services & repairs
- Prepare monthly local bank account reconciliation of FMS accounts and return information to Accountancy after signature by Head Teacher
- Monitor, account for and operate all school budgets.
- To contribute and provide advice to the Head Teacher regarding the preparation of financial reports via the FMS system and to Governors so that appropriate strategic decisions can be made.

- To work with the internal financial procedures document so that Warrington Borough Council regulations and guidelines are complied with.
- To ensure central reports are checked and reconciled correctly
- Arrange for virements and journals to be completed in a timely manner.
- Monitor funding and grants and sources of additional income from bids and grants.
- To monitor the use of the school debit card and provide detailed reports directly to the governing body on debit card expenditure.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SLT accordingly.
- Update the SFVS whenever required.
- Carry out IR35 assessments
- To review annually the Service Level Agreements offered by the local authority and consultants to achieve best value for money.
- Maximise school income through income generation and through efficient and effective claims and reclaims procedures and processes for grants.
- Prepare school for internal and external audit inspections and support the school in taking management action to comply with the recommendations of any reports.
- Advise school management and individual employees on payments and other conditions of services.
- Prepare the monthly payroll returns to WBC - additional staff hours, overtime, supply staff and absences.
- Check the monthly establishment reports to ensure correct payment of salaries
- Oversee the school's Parentpay account to ensure debt is not accumulated.
- To oversee and lead on the management of the administration of the school fund including maintenance of appropriate accounts to ensure that necessary information is available, the funds are controlled in accordance with proper accounting practice and appropriate year-end report and audit are prepared.
- Oversee the monthly reconciliations of the School Fund and Link Club account.
- Have some knowledge of accounting systems such as Sage. Ensure that the invoicing of link club fees is completed in a timely manner.

Human Resources/ Personnel Management

- Establish and maintain effective communication systems to ensure the smooth operation of the department.
- Lead and manage administrative staff and be accountable and responsible for the quality of their work Supervise the workload and output of work from members of the office staff and caretaking team.
- Carry out annual appraisals for administrative staff.
- Establish and maintain effective links and good relationships with governors, Head Teacher, school staff, pupils and parents. Maintain contact and relationship with appropriate external agencies
- Provide administrative support to the Head Teacher.
- Respond to requests for information from Head Teacher and teachers.
- Ensure that the confidentiality of the department is maintained and clients are treated with sensitivity.
- Ensure that accurate personnel records are maintained and information passed onto Business Support as necessary
- Manage a public relations role with all staff, governors, parents and children including overseeing the update of the school website.
- To maintain staff attendance records and ensure absence forms are completed and sent to LA.

- Organise the pecuniary interest forms for staff.
- Carry out administrative processes related to recruitment and other staff changes, including updating Sims Personnel, obtaining references and updating Personnel File and single central checklist.
- Ensure that outside agencies carrying out work in school are efficient and carrying out contractual duties.

Administrative Systems

- Manage the whole school administrative system
- Establish and use effective methods to review and improve administrative systems
- To be responsible for and to oversee the data management systems to ensure that accurate information is stored securely and available for use by appropriate persons and ensuring that all school returns and statutory requirements are met.
- To support the Head teacher with GDPR
- To be the designated Data Protection Officer for the school
- Maintain manual and computerised information systems e.g. SIMS.net, FMS. Ensure the effective and speedy retrieval of information as and when required.
- Complete Workforce census
- Support the Link Club Administrator in the running of the link club.

Pupil Data/ Admissions/ Assessment

- To oversee admissions procedures and distribute relevant documentation and arrange appointments for prospective parents.
- Ensure the maintenance of pupil data on SIMS and the completion of the Census returns

Link Club

- Support the Link Club Administrator in the running of the link club.
- Ensure staffing levels are in line with child to adult ratio.
- Deal with any queries or complaints from parents.
- Ensure that every aspect of the link club is run efficiently and profitably so as not to impact on the school budget.
- Deal with HR and personnel issues relating to link club.

Premises and Facilities Management

- Ensure contractors follow instructions and requests. In the absence of the Site Manager, monitor quality of work by contractors.
- Monitor grounds maintenance contract for school to ensure efficiency and value for money and update any tender documents for renewal or change contract
- Organise the ordering and replacement or repair of furniture, fixings and equipment.
- To support the Head Teacher in managing specific projects in school funded by the school budget, Diocese or school fund.
- Monitor the lettings process including managing payments, insurance, risk assessments etc.
- Ensure policies are up to date and comply with current legislation
- Manage the Service Level Agreements (SLA)
- Oversee the asset register
- Ensure all the SLAs are in place for the start of the financial year
- To determine 'best value' for the school at all times, ensuring the correct procedures relating to financial audit are followed.
- To procure alternative suppliers or services if necessary.
- Ensure three quotes on larger projects
- Liaise with Projects Management Company in relation to funded Diocesan projects.

Health and Safety

- Act as the school's Health & Safety Co-ordinator.
- Arrange for the external Health and Safety adviser to visit the school across the school year.
- Following advice from the external Health and Safety adviser, ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change. Complete annual safety audit.
- Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people.
- With the assistance of the external adviser, provide advice and guidance in the application of policy & external regulations, including the interpretation to meet specific circumstances and the needs of the school.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive.
- Monitor and maintain the training schedule for First Aiders.
- Ensure the maximum level of security consistent with the ethos of the school.
- Promote and safeguard the welfare of children within the school, raising any concerns following school policy.
- Manage and oversee the implementation of all risk assessments linked to Health and Safety

Governance

- Organise and manage the process of governor elections for parents and staff
- Attend all finance meetings and prepare the relevant documentation in advance of the meetings
- Attend Health and Safety meeting where required

The post holder is required to contribute to and support the overall aims and ethos of the school. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. The duties and responsibilities listed describe the role at this current time. This role may change and will be reviewed on an annual basis.