



## **JOB DESCRIPTION**

**Job Title:** School Business Manager

**Hours of work:** 37 hours, all year round

**Salary:** Band A SCP 23-38 (£26,999 - £31,371 fte)

**Reporting to:** Head Teacher

**Base:** Brooklands Primary School

## **JOB PURPOSE**

The School Business Manager will provide strategic leadership in relation to the business of the school, allowing the Head teachers to focus on teaching and learning within their schools. This includes

- Administration management
- Financial Resources management
- Procurement
- Human resources
- Facilities management
- Health and safety
- IT and MIS

The School Business Manager will ensure that the school within which you are supporting are run efficiently and cost-effectively and is responsible for providing professional leadership and management of relevant support staff.

The School Business Manager will also work with the Trust Finance and Business Manager in the implementation of systems, policies and procedures to ensure compliance in all legislation relating to the MAT.

## **MAIN DUTIES**

### **Administration management**

The School Business Manager will be responsible for all aspects of administration across the academy. Specific responsibilities include:

1. To line manage the administrative staff to ensure the efficient and effective running of the academy office and its functions.
2. To ensure all necessary statistical returns to the Trust, DfE, EFA and any other relevant bodies are carried out.
3. To establish and ensure the efficient operation of administrative systems and use effective methods to review and improve administrative systems.

### **Financial Resource Management**

1. To oversee the implementation of the Trust Finance Policy and financial procedures within the academy to ensure compliance with these and the Academies Financial Handbook.
2. To work closely with the finance / administration assistants to ensure Trust policies and procedures are complied with.
3. To prepare the academy budget, working with the Head teacher / SLT, Director of Business and Finance and Local Governing Body in line with the School Development Plans.
4. To develop medium term financial plans in line with the school development plan to ensure the financial viability of the academy.
5. Use the agreed budget to actively monitor, control and evaluate performance of the academy.
6. Identify and inform the Director of Business and Finance, Head teacher and Local Governing Body of the causes of significant variance and take prompt corrective action.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
8. Prepare regular budget monitoring for the Head teacher, Local Governing Body and budget holders and report on the financial state of the school to the Director of Business and Finance.
9. Use financial management information to analyse trends and identify opportunities for greater efficiency.
10. To ensure follow up on any recommendations from internal or external audit reports.
11. Act as first point of contact on financial procedures from academy staff.
12. Maintain and monitor all accounting procedures and resolve any problems including:
  - Ordering, processing and payment for all goods and services provided to the school within budget limits agreed in the Trust Finance Policy and academy's annual budget

- Preparation of invoices, proper collection, checking and banking of cash or any other income or fees
- Operation of all bank accounts, ensuring that a full reconciliation is undertaken each month
- Reconciliation of monthly payroll to budget reporting any variances and ensuring timely and accurate information is provided to the payroll bureau
- Complete Trust month end financial procedures
- Preparation of annual returns to relevant agencies e.g. Teachers' Pension Agency, Local Government Pension Scheme
- Maintain an academy assets register

13. To ensure that the academy is fully prepared to meet OFSTED financial criteria.

14. Advise the Director of Business and Finance, Head teacher and Local Governing Body if fraudulent activities are suspected or uncovered.

### **Human Resource Management**

1. To oversee the Trust Human Resource policies and procedures at the academy.
2. Manage recruitment, performance management, appraisal and development for all non-class based support staff.
3. Maintain the single central record and to ensure compliance with legislation relating to this.
4. To produce all paperwork relating to HR for the academy including recruitment, contracts, payroll.
5. To act as the first point of contact for staff with HR related queries.
6. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

### **Facilities Management**

1. To oversee the Fixed Asset Register and Equipment register in line with the Trust Finance Policy.
2. To work with the Head teacher and Site Manager to co-ordinate, cost and implement a programme of maintenance, repair, improvement, security and cleaning.
3. Monitor, assess and review contractual obligations for outsourced services.
4. To oversee premises related projects.

5. In liaison with the Site Manager to ensure that arrangements are in place with regard to the security of the building and out of hours / holiday key holder arrangements.

### **Health and Safety**

1. To ensure that the Trust's Health and Safety Policy is implemented and to ensure, in liaison with the Site Manager that all required procedures are in place and observed, including risk assessments and training records.
2. To report to the Head teacher, Director of Business and Finance and Local Governing Body on Health and Safety and advise all staff as appropriate.
3. To ensure school medical policies are in place and to ensure that required procedures are observed.
4. In liaison with the Site Manager and other relevant staff ensure that all required maintenance checks and health and safety checks are carried out at the required intervals and a record of these is maintained.
5. Ensure that training and CPD for staff is current and adequate for the requirements of the school.

### **General responsibilities**

1. To understand and commit to the vision, values and objectives of the Flying High Trust.
2. To take responsibility for own professional development in order to ensure continued effectiveness in the role.
3. To provide support as relevant to the Senior Leadership of the Flying High Trust.
4. To undertake any additional responsibilities that may be required commensurate with the grade and nature of the post.