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| **Job Title** | **School Business Manager**  |
| **Grade** | Grade 7 Scales 25-29: £28785-£32029 |
| **Job Reports To** | Head Teacher |
| **Job Location** | Willow Bank Infant School |
| **Hours per week** | 37 Hours per week during term time |
| **Status** | Permanent |
| **Job Purpose** | To be responsible for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available. To be responsible for all, or the majority, of the disciplines, of Personnel management, Estate Management, Health and Safety, Procurement and all matters within the management of the school which are supportive to the teaching function. |
| **Accountabilities** | **Financial*** To take full responsibility for the leadership, management and operation of the school financial systems and administration functions including the school office/reception and its ongoing functions
* Lead preparation of Budgets, Forecasts and future growth plans for the school in liaison with the Headteacher to ensure the income and expenditure is profiled accurately.
* Lead preparation of timely, accurate & complete monthly management accounts comparing actual performance against budget/forecast, ensuring accurate information is communicated. Work with the Headteacher to highlight key risks, opportunities, and proposed mitigating actions.
* Review month end balance sheet position to ensure accurate & complete. Investigate any discrepancies and ensure sufficient justification is available to support the balances.
* To own the management of the school funds including handling all cash transactions and reconciliations and balance sheets plus accountability for auditing
* To monitor contracts, tenders and agreements for the provision of support services.

**Human Resources*** Deal with any staff queries relating to pay, pensions, contracts, procedures, claims etc and take responsibility for accurate entry of data to the relevant systems
* Manage the school SIMS personnel database and the schools personnel records and files. Issue contracts to new staff and issue documentation and pay data to payroll for appointments, variations, terminations etc. and maintain staff absence records, timesheets and other staff returns.
* To liaise with the school’s personnel provider and to advise the Governors on employment matters and policies.
* To manage the central register and the processing of DBS, List 99 and other safer recruitment checks.
* To be responsible for seeking professional advice on insurance and advising Governors on the appropriate insurances for the school. To handle any claims as they arise for staff and any third parties including pupils/parents
* To provide leadership and guidance for support staff including administrative, financial, technicians, teaching assistants.

**Site and Health and Safety:*** Act as nominated ‘responsible person’ for site
* Liaise with Site Controller regarding Building and Maintenance admin e.g. arranging for repairs to be carried out.
* To handle enquiries from potential hirers, raise invoices for lettings and ensure monies due are received
* Proactive management of all H&S issues including management of buildings and Fire Risk assessments
* Manage and oversee reporting requirements with regard to the ‘Health and safety at work act 1974.

**Management and Administration:*** Provide personal assistance to the Head Teacher as required by the Head Teacher
* To own all administrative functions including but not limited to timesheeting, absences, daily registers, training, recruitment, supply cover, equipment inventories, all school records, censuses, utilities, visitor’s records
* To be the main contact for GDPR and related queries
* To deal with parent, staff, governor and pupil enquiries and act as a link between them and the Head Teacher.
* Organisation of Pupil Holiday Information including liaising with the EWO when applicable.
* To be responsible for the admittance of new pupils including, Record Sheets, Health Returns, Folders containing all pupil information and CTFs etc plus parent enquiries and annual meeting packs
* To administer and keep up-to-date a register of children entitled to free school meals
* Responsible for all activities to support the efficient running of the school and learning activities including but not limited to lunches, external visits, school shop, medicines and goods and services
* To manage the computer daily back-ups of the system.
* To attend meetings and training regarding assessment, office and data collection.
* To oversee all data collection and inputting of SATs and FSPs
* To support the Governing Body by taking on Clerking responsibilities
* To line manage and oversee the work of the Receptionist and Administrative Assistant in the school office.
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| **Working Relationships** | * Head Teacher
* Office Staff
* Teaching Staff
* School Governing Body
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| **Skills, Knowledge & Expertise** |
| **Knowledge and Qualifications** | * MS Office skills including MS Excel, Word
* Will be highly experienced in SIMs financial packages or similar
* Experience and knowledge of Local Government procedures
* Experience of payroll/pension provision
* Understanding and experience of procurement, risk assessment and health and safety
* At least two years experience in a similar environment
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| **Person Specification** | * The individual will have strong skills in Microsoft Excel and will be highly numerate
* Accounting qualification or relevant experience/training is essential
* Knowledge and previous experience of accounting in the education sector is highly desirable along with five years experience in a financial environment
* Will have tact and diplomacy and sensitivity along with working in a highly confidential area
* They will be able to demonstrate skill in evaluating data and preparing reports for onward communications to various audiences
* They will also be able to work alone and as a member of a team
* Highly analytical, with the ability to interpret statistical data in a clear, simple and succinct manner
* Good communication skills, both verbal and written
* Good organisational skills, able to prioritise workloads
* Excellent attention to detail
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