**Job description**

**Job Title:** School Business Manager

**School:** The Bellbird Primary School

**Reports to:**   The Headteachers

**Grade:**SO1 (23-25)

**Hours:**Term time only contract (plus 15 days in the holidays to be agreed annually with the heads) 37 hours/week (hours to be agreed with the successful candidate)

**Job Purpose:**

* to ensure the smooth running of the school office, its administration, management, resources and systems
* to support the Headteacher in their work with stakeholders
* to oversee the management of the School’s budget and financial systems and prepare reports as is necessary for ongoing budgeting
* to manage and maintain payroll and associated systems
* to oversee and advise colleagues on matters of health and safety
* to manage the School’s property needs
* to manage Jigsaw and other school lettings
* to liaise with the School Kitchen staff and LTS
* to liaise with FABS and other stakeholders as appropriate
* to carry out appraisal and management  of the admin staff
* Member of the Senior Leadership Team of the School
* to have an overview of payroll and support the finance officer when necessary
* to oversee ICT provision within the school and work with the ICT service to ensure provision/service runs smootly
* to provide support, as is required, to ensure the smooth running of the school

**Principal Accountabilities:**

**1.   Strategic Planning**

* help to ensure the School makes the best use of resources through effective Strategic Planning, including consideration of financial costs and implications

**2.     Management**

* manage the smooth running of the school office through the implementation and development of existing systems and the assimilation of new systems. These will include IT based systems for delivering financial and budgetary control; for record keeping; assessment; attendance; evaluation and monitoring.

**3. Communication**

* acting on the Headteacher’s behalf in liaising with financial support teams, contractors, parents and staff as is necessary regarding financial matters
* working with the school staff to budget for events such as trips and school visitors
* liaising and advising Governors, the Head Teacher and staff on a range of matters including finance and health and safety
* promoting the school to parents, partners and the local community
* supporting the quiet, calm caring ethos of the school in relationships with children e.g. when they are unwell or when they return the registers, bring in letters or accompany parents to the office
* ensuring appropriate confidentiality over matters relating to staff, parents and children
* lead the office team in the management of the above
* support the office team as and when appropriate to ensure smooth running
* welcoming visitors to the school

**4 .Professional Development**

* To extend own learning and understanding through the appropriate use of training and professional networks

**5. Health & Safety -Risk Management**

* To ensure effective risk management in health and safety and in the management of third party contracts.

**6. Personnel:**

* To have oversight of HR and arrange cover in the case of staff absence/ illness to ensure smooth running of school
* To support staff with matters relating to pay

**6. Financial Management**

* To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
* Monitoring the weekly / monthly expenditure and advising the Head Teacher / Resources and Partnerships Committee of possible under / over spending whilst providing options for varying expenditure.
* Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
* Preparation of work specifications for tender and assisting with the selection of contractors.
* Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School’s computerised accounting systems.
* Ensuring the proper collection, reconciliation and banking of any monies received by the School
* Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.
* To ensure that the school complies with VAT legislation
* Managing procurement and being responsible for securing relevant sponsorship.
* Maintaining an assets register and inventory.
* To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School.  Implementing the approved insurances, and handling any claims that arise.
* Maintain confidential records on employees salaries in order to ensure that expenditure under this heading is controlled. Reconciling payments made by payroll provider to ensure accuracy.
* Liaison with appropriate staff and co-ordinate expenditure on INSET etc
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security and to refer all concerns to the appropriate Safeguarding  lead.
* Logging all sickness and other absences of all employees in the central system

**7. Facility and Property Management**

* Ensure the safe maintenance and security operation of all school premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Ensure the continuing availability of utilities, site services and equipment
* Follow sound practices in estate management and grounds maintenance
* Monitor, assess and review contractual obligations for outsourced school services
* Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
* Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
* Seek professional advice on insurance and advise the Senior Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly.

**8. Safeguarding**

* Be aware of and comply with policies and procedures relating to child protection and to support the designated safeguarding lead person
* Refresher training to be completed every two years
* To have oversight of the Single Central Record and the staff training to ensure compliance with statutory guidelines

**Equal Opportunity**

This post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.