

**LONDON BOROUGH OF TOWER HAMLETS
WILLIAM DAVIS PRIMARY SCHOOL**

JOB DESCRIPTION

POST TITLE:

School Business Manager (0.5fte)

SALARY SCALE: PO 3

DESIGNATION OF POST AND POSITION

The school business manager will be directly responsible to the headteacher.

MAIN DUTIES AND RESPONSIBILITIES

The school business manager is a member of the senior leadership team (SLT) and is responsible for:

- The overall management of the school's financial, personnel, business management, administrative, premises, cleaning and catering services. This includes liaising with contract providers and the development and effective operation of systems and services within these areas, and their compliance with national and local legislation, guidelines and requirements.
- Managing school finance in accordance with the local authority's regulations and the DFE's Schools' Financial Value Standard, overseeing payroll and pension related functions.
- Providing professional leadership and management of support staff, to enhance their effectiveness in order to raise standards and pupil achievement.
- Strategically ensuring the most effective use of resources in support of the school's teaching and learning objectives.
- Assisting the governors, the headteacher and senior leadership team in formulating the development priorities of the school and in establishing associated policies, systems and procedures.
- Advising on compliance with legislation and guidance including safeguarding requirements and health and safety.
- The line management of a number of staff falling under this post holder's remit including their induction, training and appraisal.
- In conjunction with the headteacher, developing external and community relations.

Strategic Responsibilities

- Attend meetings of the senior leadership team, full governing body, and governors' sub-committees as required.
- Influence strategic decision making in discussion with the Headteacher and other members of the senior leadership team.
- Plan and manage change in accordance to the school's development plan.
- Understand the effects and implications of government policies and legislation for current and future

initiatives and ensure that resources are used efficiently.

- Oversee human resources procedures, systems and associated policies.
- Keep up to date with changes in legislation and guidance, and communicate relevant information to colleagues and the governing body.
- Advise the headteacher, the governing body and its committees as necessary.

Finance Responsibilities

- In consultation with the headteacher, prepare the school's annual budget for the governing body's approval.
- Monitor income and expenditure relating to the school's budget, and produce timely monthly monitoring reports for the headteacher, the local authority and the governors' finance committee.
- Pursue and maximise income generation opportunities, co-ordinate the preparation and submission of bids for funding.
- Manage, negotiate and monitor all contracts, leases, service level agreements, and arrangements with external contractors.
- Arrange and co-ordinate the school's audit arrangements.
- Complete monthly bank reconciliations and liaise with the Headteacher regarding the maintenance and management of the school's bank accounts.
- Review and update the school's financial procedures manual as necessary and ensure the Schools' Financial Value Standard is maintained as required.
- Oversee the preparation and submissions of the monthly VAT return.
- Monitor cashflow and manage cash handling, banking and security procedures.
- Overseeing the preparation of the school's monthly payroll, including processing of timesheets, new starter/leaver/variation forms within required deadlines. Monitor the payment of salaries by the school's payroll provider. Ensuring the payroll journals are made in the school's accounting system.
- Oversee procurement procedures, including orders and prompt payment of invoices, and processing within the accounting system.
- Oversee the school's computerised finance accounting package ensuring that regular back-ups are carried out and held securely.

Premises Responsibilities

- Ensure the safe and secure maintenance of the school site and buildings.
- Establish and monitor maintenance plans for premises upkeep and refurbishment.
- Develop and maintain effective business continuity plans.
- Develop and manage arrangements for the letting of school premises.
- Oversee the maintenance of the school's asset registers and inventories.

- Administer matters relating to school insurances, including claims and administration.
- Manage and monitor the school's health and safety arrangements and systems for risk assessments.
- Co-ordinate the school's fire evacuation drills and the regular testing of fire alarm systems and equipment.
- Manage other services such as catering and cleaning to ensure efficient and effective services.

HR Responsibilities

- Ensure that all the necessary data required for payroll is submitted to the local authority for new starters, leavers, and when changes are made to the contract for an existing member of staff.
- Ensure that all staff personnel details are maintained in secure personnel files and on the school's software system/s.
- Ensure that members of support staff are kept up-to-date regarding changes in employment matters.
- Co-ordinate the school's appraisal arrangements for support staff.
- Manage the school's induction and CPD arrangements for support staff.
- Ensure that all aspects relating to work status and registration, immigration and sponsorship are followed, including liaison with the local authority.
- Maintain HR policies, for example, discipline, grievance, capability, absence, and pay.
- In consultation with the headteacher, co-ordinate recruitment arrangements, for example placing adverts, interview arrangements, letters of appointment, safer recruitment, DBS checks, and contracts of employments.
- Ensure that the single central record is maintained at all times.

Administrative Responsibilities

- Ensure an efficient and effective administrative service for school staff.
- Ensure that all necessary returns are completed accurately within deadlines including claims, bids, reports to governors, and statistical return.
- Ensure that all manual and computerised records and filing systems relating to areas of responsibility are maintained.
- Ensure compliance with data protection regulations.
- Take minutes in meetings as required.
- Liaise with the headteacher regarding ICT services and procurement.
- Ensure business continuity plans are in place.
- Updating the school's staff handbook as required.

Support for the school

Be aware of and comply with policies and procedures relating to child protection, health safety and security and confidentiality, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to and encourage the overall ethos/work/aim of the school.

Appreciate and support the role of the other professionals.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance management as required.

Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Recognise own strengths and areas of expertise and use these to advise and support others.

Person Specification

Qualifications/ Experience	Essential	Desirable
	<p>Recognised professional qualification/s and/or significant experience in field.</p> <p>Evidence of finance, business, HR or administrative management experience to support the day to day operations</p> <p>Experience of contributing to strategic and financial plans</p> <p>Experience of managing and developing budgets</p> <p>Experience of managing change and implementing new systems/ procedures/controls.</p> <p>Experience of leadership and line-management of staff including a team.</p>	<p>School business management specific qualification, i.e. DSBM, CSBM.</p> <p>Experience of management within a school or similar establishment.</p> <p>Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.</p> <p>Member of National Association of School Business Management.</p>
<p>Personal skills / special knowledge</p>	<p>Ability to develop good relationships with pupils, parents and colleagues.</p> <p>Able to lead, develop and motivate a team of staff, delegating responsibilities as required.</p> <p>Ability to work constructively as part of a team.</p> <p>Excellent verbal and written communication skills.</p> <p>Excellent knowledge of office and finance software including word-processing, spreadsheet, database/s and internet systems.</p> <p>Ability to produce budgets, reports, cash flow and financial summaries, as associated experience.</p> <p>Sound understanding of principles and methods of financial control and reporting. Knowledge and understanding of value for money initiatives.</p> <p>Working knowledge of</p>	<p>Knowledge and understanding of Schools' Financial Value Standard.</p>

	regulations relating to health and safety legislation and data protection.	
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Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Equal Opportunity

The post holder will be expected to undertake all duties in the context of and in compliance with the council's equal opportunities policies.

Safeguarding

William Davis Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

Date of issue: _____

Signature of postholder: _____

Signature of headteacher: _____