SCHOOL BUSINESS MANAGER

Grade: NJC Pay Scale Grade 8 point 20 to Grade 10 point 32 £33,673 to £44,253 pro rata (actual salary subject to experience)
Reports to: Head Teacher
Responsible for: Office team, Finance team, Premises Team, Midday Meals team
Hours: 37 hours per week – Term time, plus inset days and 2 weeks in holidays (one day can be worked from home)

OBJECTIVE OF THE ROLE:

As a member of the leadership team, the School Business Manager will provide a strategic vision and leadership and management of all support services for London Meed Primary School including finance, human resources management, administration, and premises.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- As a member of the leadership team, contribute to the strategic leadership and continuous improvement of the school.
- Assume responsibility for managing the school's budget and providing financial support and advice to the Senior Leadership Team.
- Provide professional advice and challenge to the Headteacher and Governing Board on financial and operational matters
- Share in the school's collective responsibility to ensure the safeguarding and well-being of children
- Line-manage the Office, finance, premises and Midday meals team.

FINANCE

- Lead on all aspects of financial planning, budget management and financial reporting.
- Be responsible for all financial matters in the school including compliance with financial regulations, insurance and completion of statutory financial returns throughout the year.
- Prepare the school's annual budget and longer-term financial forecasts.
- Work with the Head teacher and governors in preparing the school's annual budget, taking into account the school's priorities and be proactive in addressing significant variations through budget monitoring.
- Ensure accurate financial records, reports and accounts as required in conjunction with the school's accounting systems.
- Maximise income through lettings, grants, additional funding, capital bids.
- Be responsible for the procurement tendering and monitoring of externally contracted services.
- Have a commitment to drive down costs and secure best value in terms of all purchasing and contracts.

HUMAN RESOURCES

- Alongside the Headteacher, manage the recruitment process and administrative tasks related to recruitment including safer recruitment checks and onboarding processes.
- Ensure all personnel records are maintained and compliant.
- Maintain the Single Central Record, carrying out DBS checks for all staff, governors and volunteers.
- Manage staff absences including keeping accurate staff absence records and reporting, conducting Occupational Health referrals, managing the absence process alongside the Headteacher.
- Booking of supply for planned absences
- Manage the performance reviews of office, finance and premises team.

ADMINISTRATION MANAGEMENT

- Support the office to manage effective communication with parents and visitors.
- Develop systems and processes to improve efficiency across the school
- Continually look to review and improve all operational services
- Manage the reporting on all statutory returns to the DFE.
- To ensure inventories of equipment and stock are maintained.

PREMISES, COMPLIANCE AND HEALTH AND SAFETY

- Develop and oversee planned maintenance programmes
- Oversee all compliance checks with regards to the premises.
- Ensure compliance with all Health & Safety legislation and ensuring all Risk Assessments are in place.
- Manage the Premises Staff and ensure that the school is kept clean, well maintained and is a safe environment conducive to learning.

GENERAL

- Contribute towards a positive school ethos, work and aims of the school.
- Undertake day to day administration duties, when required, including receiving visitors, answering the phone and dealing with enquiries, providing general support to the front office when needed.

PERSON SPECIFICATION – School Business Manager

Qualifications and Training

Essential

- 5 GCSEs including English and Maths Grade C or above

Desirable

- Degree or financial qualification
- School Business manager qualification

Knowledge

Essential

- Knowledge of budget management and accounting techniques
- Knowledge of HR practice and broad understanding of employment law
- Knowledge of financial management systems
- Good IT skills including Microsoft applications: Word, Excel and competent in use of e-mail.
- Understanding of audit and Financial Management requirements.

Desirable

- Knowledge of the financial procedures in school
- HR knowledge to deal with employment related issues in schools
- Knowledge of Bromcom

Experience

Essential

- Experience of budget monitoring and account reconciliation
- Experience of producing standard financial reports
- Experience of undertaking a range of clerical and administrative duties, including accurate data input and retrieval
- Some experience of HR.

Desirable

- Experience of using Bromcom
- Understanding of Health and Safety in a school environment
- Experience of managing contractor

Skills & Abilities

- Ablity to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to assist with the production of accurate records and reports as required
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to maintain HR and associated records
- Ability to show sensitivity and objectivity in dealing with confidential issues.
- Ability to act on own initiative

Personal Qualities

- Diplomatic and resourceful
- Good interpersonal skills
- Independent
- Able to manage change and work under pressure

Leadership Skills

- Maturity to lead, inspire, support and challenge
- Proactive and willing to go the extra mile
- Solution focussed
- Multi tasker and able to prioritise own work and that of others
- Professional role model