

ST URSULA'S CONVENT SCHOOL

A Humanities College and Teaching School

JOB DESCRIPTION: School Business Manager

Reporting To Headteacher

Hours 35 hours per week – 52 weeks per year

Salary Principle Officer Grade – PO5-PO7

Duties and Responsibilities

The School Business Manager is managed by and directly accountable to the Head Teacher. Effective and diplomatic liaison and a team approach are crucial to the successful performance of the School Business Manager's duties. The job description offers an indication of the main areas of responsibility of the post, but the successful candidate will be expected to perform any such duties and activities relating to the finances, general administration, staff and premises as the Head Teacher and Governors may reasonably require.

As a member of the leadership group, the School Business Manager will make a significant contribution to the growth and development of the school. In particular, to be responsible and accountable for both the day to day management and strategic development of the school's finances, support staff and facilities.

The School Business Manager has responsibility for the Finance Officer, Office Manager, Admin staff, Meal supervisors, Technicians and Premises staff. In addition they oversee contractors including cleaning and catering.

Specific Responsibilities

To be responsible for the management of the Financial Management team to support and maximise the effective use of resources to support teaching and learning including:

- The preparation and management of the school budget
- The implementation of sound financial procedures, budget monitoring, financial accounting and reporting systems
- To ensure that financial systems adhere to statutory audit requirements
- The development of financial operation and procurement manuals to assist and clarify budget holders responsibilities within the schools financial management system
- To be responsible for the development and management of income generation including
 - o Negotiation of lease and contract agreements including site lettings
 - o Identify opportunities for additional funding and prepare and submit bids as required by Headteacher/Governors

Financial Leadership and Management

- Create and manage the school budget in partnership with the head teacher to meet school, local and national financial procedures, guidelines, and requirements. Provide specific expertise in long-term strategic financial planning and management.
- Prepare timely management accounts, expenditure analysis, cash flow management reports and completion of all financial returns as required within deadlines. Report regularly to the Head Teacher & Governing Body for monitoring the School finances and any financial issues arising.
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications; develop a culture to achieve best value for money in all areas of expenditure; monitor costs of services and contracts to obtain maximum efficiency; benchmarking financial information for comparison and to assess trends in expenditure and make strategic recommendations.
- Management and monitoring of all aspects of the School's finance system including Payroll, bank reconciliation, VAT and data transfer processes, payments out invoicing.
- Provide advice and resolution for payroll & pension related staff queries
- Ensure financial and statistical returns for the DFE are produced and managed in accordance with agreed policies and timetables, including Schools Financial Value Standard (SVFS); maintain an up to date knowledge of statutory requirements in relation to Finance
- Manage the tendering for all service contracts; monitor all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential from all stakeholders.
- Manage relevant SLA/contracts in relation to the provision of services and presentation of recommendations as a result of ongoing monitoring and evaluation of contracts to SLT and Governing Body.
- Oversee procedures for the proper collection, banking and recording of income/monies
- To ensure that an asset register is drawn up and establish schedules and costs for the replacement of equipment and furniture.
- Maintain and train staff on financial procedures to ensure that regulatory systems are in place and followed to adhere to the local authority audit guidance.
- To co-operate, initiate and manage audit procedures as necessary for designated school and private accounts

Personnel

To be responsible for strategic planning of human resources to ensure the delivery of service required to support teaching and learning including:

- To oversee the recruitment process and maintenance of required records including the Single Central Register
- Oversee managing the Disclosure and Barring Service checks function and database
- Calculation and input of contractual and salary details for new appointments and changes to existing staff contracts
- To be responsible for ensuring compliance with all employment legislation including regular liaison with the independent HR Advisor.
- The preparation and management of personnel policies and procedures, including conditions of service, conduct and disciplinary procedures
- The management of Managing Sickness Absence procedures within the school including referrals to Occupational Health
- Conducting sickness review meetings for teaching and non- teaching staff.
- The development of ongoing systematic professional development of the Finance Officer
- Performance management appraisals for all support staff
- Carry out the annual School Workforce Census and submit in line with DofE guidance
- Day to day management of the Administration Team, including providing support and training.
- Be responsible for advising the Headteacher and Governors on all HR, employment and pay legislation.

Premises

Responsibility for the strategic development of facilities and the environment to enhance teaching and learning including:

- The management of the in-house Premises Management team, including providing support and training
- The preparation and development of facilities services and contracts, including cleaning, catering and grounds maintenance.
- Overall responsibility for contractors / visitors on site.
- To manage the out of hours security response arrangements
- To be responsible for the preparation and tendering of maintenance and project management contracts
- To oversee the site team regarding Health and Safety of the site that falls under their remit
- School Liaison Officer for major capital projects involving attendance and input at pre-contract and site meetings
- Manage school led capital projects ensuring health and safety of students and staff.
- In conjunction with the Premises Team develop a rolling programme for redecoration and refurbishments and identify and prioritise repair and improvement tasks

- Prioritise projects in line with School Improvement Plan and attend and report to Governors
- Oversee school lettings and community use of the site, where relevant
- Maintain / improve, within budgetary constraints, security measures on site

Health and Safety

To be responsible for preparation and management of the school health and safety policy to ensure compliance with the Health and Safety at Work Act and other safety legislation or regulations.

- In conjunction with the Premises Manager be responsible for the development of risk assessment formats and monitoring systems to implement health and safety training programmes
- To advise all staff as appropriate

Other duties

- Responsible for the management of the following Administrative Employees:
 - Administration team
 - Premises Team
 - Midday supervisors
- Lead on GDPR and data protection
- Support the Headteacher in promoting the Catholic ethos of the school. Play a full part in the life of the school community, support the school's priorities and ethos, and encourage staff and students to follow this example.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Undertake any other duties of a similar level and responsibility as may be required

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.