

## Job Description

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| <b>Job Title:</b>       | School Business Manager | <b>School Name:</b>     | SJSC   |
| <b>Grade and Range:</b> | Grade 10 scp 31-38      | <b>Hours:</b>           | Term Time  |
| <b>Reports to:</b>      | The Headteacher         | <b>Working Pattern:</b> | 35 hours per week, Mon-Fri. Term Time Only + 3 weeks (42wks) |
|                         |                         | <b>Supervises:</b>      | Administration and Premises Staff                            |

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| <b>Purpose:</b> | <p>1. To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.</p> <p>2. To be responsible for the school site and its buildings, their maintenance, development and efficient use.</p> <p>3. To be line manager for the admin and premises staff</p> <p>4. To undertake any duties not listed below that are commensurate with the level of responsibility of the post.</p> <p>5. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.</p> |
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## Principle Accountabilities:

### 1. General

- To attend all sub-committee meetings (Curriculum, Finance & Premises and Personnel).
- To clerk the above committee meetings and any other Governors' committee meetings, preparing agendas, minutes and reports, dealing with the representation and appeals procedure.
- To assist the Clerk to the Governors in the efficient discharge of his duties for the termly Full Governors' meetings.

### 2. Financial

- To prepare for approval by the Governors the annual estimates of income and expenditure. To obtain agreements of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems. This includes:
  - the ordering, processing and payment for all goods and services provided to the school
  - the operation of all bank accounts, ensuring that regular bank reconciliation's take place
  - the maintenance of an assets register
  - the preparation of invoices and collection of fees and other dues
- To prepare the final accounts and liaise with the Auditors. To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
- To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
- To prepare all financial returns for the DFE, LA and other central and local governments agencies within statutory deadlines.

- To be the point of contact with the DFE and other agencies with regard to grant applications, gifts and other donations.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To maximise income generation within the ethos of the school.

### 3. Personnel

- To be responsible for personnel matters relating to all staff. For the clearance of new staff – medical, Criminal Records Bureau, and to issue offer letters and contracts of employment. To give advice to the Governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To update any relevant policies on an annual basis. To maintain confidential staff records.
- To advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- To manage the admin and premises staff.
- To co-ordinate and assist in the recruitment of all support staff.
- To be responsible for the professional development, appraisal and training for all support staff.

### 4. Premises

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also for the installations and plant for lighting, heating, energy conservation, ventilation etc.
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect.
- To be responsible for the installation and maintenance of equipment for protection against escape from fire. To keep records of and to initiate regular fire practices and alarm tests. Be responsible for ensuring emergency procedures are current and timely.
- To oversee the security of the school site.
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of school use, with particular reference to the local community.

### 5. Administration

- To manage the administrative function including school reception, reprographics and records.
- To provide for the preparation and production of all school records and publications.
- To monitor the maintenance of pupil records including, when appropriate, the assessment process.
- To act as correspondent for the DFE and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems. To act as System Manager for the administrative computer network.
- To handle all other matters of an administrative nature which may arise.

### General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.

**To contribute as an effective and collaborative member of the School Team**

- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

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| <b>Job Title:</b> | School Business Manager – Grade 10 | <b>School Name:</b> | SJSC |
|-------------------|------------------------------------|---------------------|------|

|  |  | <b>Essential (E) or Desirable (D)</b>                   | <b>How assessed (A / I / T)</b>  |
|--|--|---|--|
| <b>Knowledge / qualifications:</b>         | <ul style="list-style-type: none"> <li>A good understanding of how Fair Funding and Self-Management impacts on community primary schools.</li> <li>Working knowledge of equal opportunities and managing diversity to promote anti-discrimination</li> <li>How the application of the principles of Best Value within a publicly accountable organisation need to be applied</li> <li>A relevant professional qualification or degree level academic achievement</li> </ul>  | E<br><br><br>E<br><br><br>E                             | Indicate how skill will be assessed either application form, at interview or tested. |
| <b>Experience:</b>                         | <ul style="list-style-type: none"> <li>Demonstrable experience in finance and personnel management.</li> <li>Experience in producing reports and advising the headteacher and governors on the findings of projects / reviews</li> <li>Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with School procedures and current Local Government Finance legislation</li> <li>Experience of project management, planning, managing and monitoring of work</li> <li>Evidence of success in building and forming working relationships across professional and operational boundaries</li> </ul>  | E<br><br>E<br><br>E<br><br>E<br><br>E                   |  |
| <b>Aptitudes, skills and competencies:</b> | <ul style="list-style-type: none"> <li>The ability to develop and manage a variety of administrative systems.</li> <li>Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions.</li> <li>Ability to manage and support staff and their professional development.</li> <li>Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.</li> <li>Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel</li> <li>Shows drive, enthusiasm and commitment in the achievement of business objectives</li> <li>An understanding of Teachers' and Local Government pay and terms of conditions.</li> <li>Knowledge of schools-based software.</li> </ul> | E<br><br>E<br><br>E<br><br>E<br><br>E<br><br>D<br><br>D |  |

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| <b>Special conditions:</b> | <ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul> | E<br>E<br><br>E<br><br>E<br><br>E<br><br>E |  |
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