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| **Job Description** | | |
| **Role Title** | **Typically reports to** | |
| School Business Manager | Headteacher or designated member of staff | |
| **JE Code** | **Grade** | **Date of profile** |
| A3883 | 8 | 03/11/2021 |
| **Purpose of the role (job statement)** | | |
| The duties and responsibilities are subject to the NJC Conditions of Service.  The following details are not exhaustive and other duties relevant to the post may from time to time be required. Variation, in consultation with the post holder, may also occur to the duties and responsibilities without changing the general character of the post. The post holder must agree to undergo whatever training is considered necessary by the Head Teacher.  The job description will be reviewed each year. | | |
| **Main Duties:-** | | |
| **Areas of responsibility**     * to be responsible for the financial management of all school, community and commissioned services * to be a member of the senior management team responsible for decision making relating to training needs of staff within the team, manage any queries from staff within team . to be responsible for the organisation and management of the administrative and lunchtime staff. * to support the Head with the preparation of reports for Governing body meetings including sub-committees. * to be responsible for the management of the premises including minibus. * to manage the operation and delivery of support services. * to support the headteacher with health and safety in school, monitoring action plans and ensure relevant actions are prioritised and timescales are met. * to support the head with the analysis and organisation of pupil achievement data. * to be responsible for staff contracts, new and changes and updating personnel in SIMS. liaise with relevant la officers in relation to SLA's.   **Premises resource duties**  To work with the headteacher and site manager for:   * repairs, maintenance and improvement to school buildings, including furniture, fittings and equipment, assisted by relevant agencies. * to liaise with other agencies, as required, for projects/schemes financed by devolved capital/building repair schemes. * management of contracts and liaison with client advisers and contractors regarding arrangements for building maintenance and grounds maintenance. * contribute to the preparation of appropriate reports on premises and resource related matters to the governing body. * to collate classroom risk assessments for leadership team’s signature and set up system with teaching staff. * energy management in terms of lighting, heating and water consumption assisted by the caretaker. * management of all lettings and other use of the premises out of normal school hours assisted by the caretaker. * to have a lead role with regard to health and safety matters taking responsibility for ensuring caretaker carries out test and checking of alarms, sprinkler system, minibus etc. * to support the head with the governor’s health & safety committee meetings. * ensure relevant risk assessments are in place. * To ensure that accidents are reported in line with legal requirements.   **Finance duties**  to provide information and advice regarding the school budget to the headteacher and governing body, including:   * manage the administration of the ISSB including additional grants within the dedicated school grant (DSG). * preparation of draft budget plans for the school - in SIMS and use of excel 3 year budget planning tool. * the preparation and evaluation of medium and long term budget plans. * the preparation of annual budgets. * the preparation for budget monitoring statements for whole school. * oversee and support finance clerk with monthly bank and automatic reconciliation processes. * the preparation of the annual revision of the school pay review. * complete la returns relating to threshold and NQT funding * to advise SMT and governors on projected over or under spending and the options available for varying expenditure. * ensure year end accounts and statutory consistent financial reporting (CFR) returns are completed in liaison with the la financial services team. * to undertake the development and maintenance of all financial procedures and policies, ensuring compliance with all financial regulations and policies on delegated budgets. * to undertake the management of arrangements to prepare for, evaluate and monitor tenders and quotations received for works and equipment. * to arrange documentation for staff absence insurance and oversee the reporting of claims. * to research best value of service level agreements and advise the governing body of these. * preparation of documents for the schools financial value standards (SFVS) as per consultation with governors. * to manage the financial aspect of school lettings as appropriate. * to seek and prepare bids for external funding. * to act as advisor to the “parent teacher association” * Oversee management of school fund.   **Continuous professional development**.   * to manage the budget for staff training and arrange this in consultation with the head.   **Information technology**   * systems manager for the school’s management information system (SIMS and FMS). * maintenance and development of computer software and hardware to meet the changing administrative needs of the school assisted by the ICT technician. * check secure e-mail, school e-mail account and intranet daily and distribute information accordingly.   **Pupil data**   * to analyse and prepare reports for data relating to pupil achievement * to complete the annual and termly census return. * to input and update school information data into the SEF. * to assist the assessment co-ordinator with the tracker data termly   **Personnel & payroll**   * to be responsible for overseeing safeguarding in relation to updating of single central record (SCR) and appropriate CRB checks and documentation for staff working in school, volunteers and visitors. * to be responsible for entering all staff contracts, new and change of circumstances in to SIMS system (p7). oversee paperwork to be sent to hr. * oversee and advise on recruitment of admin and premises staff. * oversee recording and sending of timesheets to payroll. * responsible for annual school workforce census.   **Governor duties**   * produce relevant spreadsheets and papers for relevant sub-committees including staffing and finance and health and safety. * take notes of the governing body sub-committee meetings to prepare minutes, including indicating who is responsible for any agreed action. * maintain an up-to-date database of names, addresses and category of governing body members * keep an up-to-date timeline of all school policies. | | |
| **Responsibilities:-** | | | |
| * be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * be aware of and support difference and ensure equal opportunities for all * contribute to the overall ethos/work/aims of the school * appreciate and support the role of other professionals * attend and participate in relevant meetings, as required * participate in training and other learning activities and performance development, as required * recognize own strengths and areas of expertise and use these to advise and support others | | | |

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| **Person Specification – School Business Manager – Bursar A3883** | | | |
| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Full working knowledge of relevant polices/codes of practice/legislation * Ability to interpret advice/statute and to devise policy/practice in the light of these * Ability to relate well to children and adults * Ability to persuade, motivate, negotiate and influence * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to organize, lead and motivate other staff * Ability to devolve responsibly and delegate tasks and monitor practice to see that they are carried out. * Ability to support the Headteacher in the management of change and improvement and demonstrate commitment to the vision of the school. * Work constructively as part of a team: understanding school roles and responsibilities and your own position within these | E  E  E  E  E  E  E  E  E | A  A I  AI  A I  A I  AI  AI  AI  AI |
| **Qualifications and Training** | * Current NVQ level 2 in English and Maths or equivalent and, * NVQ level 5 or degree equivalent in relevant discipline/job role.  Or * at least level 4 ILM Diploma in School Business Management. * A proven detailed understanding of the relevant legislation related to the area of work | E  D | A  A |
| **Experience** | * Several years’ experience working in a business environment at a management level * Experience of working in a school environment. | D  D | A I  A I |
| **Disposition** | * Excellent communication and organisational skills * Have high professional standards and provide a positive role model for other staff * Show initiative and be self-motivating * Enthusiasm * Tolerant/resilience and an ability to work under pressure | E  E  E  E  E | A I  A I  A I  A I  A I |
| **Conditions of Service** | | | |
| National Joint Council | | | |

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.