

The Heights Primary



Job Specification – School Business Manager

Reports to: Headteacher

Hours: 37.5 hours per week, term time plus 6 weeks in the school holidays (0.96 FTE), 39 weeks + 6 weeks + 5 weeks paid holiday

Responsible for: Day to day and strategic financial planning, Procurement, Recruitment, HR, Health and Safety, Compliance, Contract Management

Main Purpose:

- Provide expertise and advise to influence strategic decision making and financial planning.
- To manage the school's finances and resources in an efficient and timely manner, including budget setting and management. To ensure compliance with the school's internal financial procedures manual.
- To ensure best value for money during all procurement.
- To oversee and ensure best practice is followed during recruitment of all new staff.
- Working with an external partner, provide HR advice to the Headteachers and Governors. Manage issues relating to employment law.
- Ensure that the school site and buildings are compliant with all relevant Health and Safety legislation.
- Manage small and large service delivery contracts, ensuring best value for money and compliance with the relevant contract(s).

Key duties and responsibilities:

1. Manage and provide advice on all aspects of the school's finances and financial policy.
2. Maintain a strategic financial plan to indicate the trends and requirements of the school development plan and forecast future year budgets.
3. Prepare financial reports as required by the Headteacher, Governing Body and other stakeholders.
4. Attend governor's meetings to present on financial matters, as required.
5. Monitor all income and expenditure against the agreed budget. Identify and inform the Head Teacher and Governors of the causes of any significant variance and take prompt corrective action.
6. Manage and develop the schools computerised financial systems. Ensure contingency plans are in place in case of technology failure.
7. Responsible for sales ledger, purchase ledger, credit control.
8. Prepare all other financial reports, including reconciliation reports, VAT returns, DfE reports and any other statutory financial return required including working with the school's accountants to prepare the annual accounts.
9. Responsible for the reconciliation and reimbursement of petty cash.

10. Manage the relationship and contracts for all outsourced services such as Payroll, HR, Cleaning and Catering.
11. Manage all staff personnel records.
12. Working with the School Secretary define and update all internal administrative procedures and processes for the smooth and efficient operation of the school.
13. Recruit, train and manage school support staff – administrative, clerical and premises.
14. Manage lunch and breaktime staff, ensuring that there is adequate cover to maintain pupil wellbeing and safety.
15. Manage the school building and site. Ensure that a regular Preventive Maintenance Programme is in place and that relevant contracts for compliance and plant maintenance are procured following all relevant procurement guidelines.
16. Responsible for security, heating, lighting and cleaning of the grounds and premises.
17. Insurance: seek professional advice, advise the Headteacher, implement and manage to ensure adequate cover.
18. Initiate and manage income generating opportunities, e.g. lettings.
19. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
20. Ensure all policies and procedures are up to date and clearly communicated - including child protection, health and safety, security, equal opportunities, confidentiality and data protection.
21. Act as the schools Health and Safety co-ordinator and Fire Officer. Ensure that records of fire practices and alarm tests are maintained.
22. Ensure the school's written health and safety policy is clearly communicated to staff, implemented at all times, and is subject to review and assessment at regular intervals or as situations change.
23. Ensure systems are in place to identify, report and monitor hazards/risks.
24. Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information.
25. Undertake any other duties of a similar nature as required by the Headteacher.

Personal Qualities and Attributes:

- Highly efficient, with the ability to plan ahead and prioritise.
- Be discreet and maintain confidentiality at all times.
- Take a professional pride in all aspects of the role and in the school.
- Able to work well in a small close team.
- Flexible and adaptable to changing requirements.
- Punctual, dependable, trustworthy.
- Tactful and diplomatic.
- An enthusiastic positive attitude and sense of humour.
- Able to apply common sense and use initiative.
- A desire for high expectations and standards for self and others.
- Work with and motivate other staff to seek improvement.
- Ability to self-evaluate and seek learning opportunities.
- A willingness to contribute to whole school development, using your strengths to advise and support others.

- The ability to reflect constructively on practice and manage changing needs.
- The ability to motivate others to seek improvement.

Qualifications:

- Degree level qualification or equivalent relevant experience.
- Accounting or book keeping professional qualification.

Skills:

- Good financial, accounting and management skills.
- Excellent interpersonal, verbal and written communication skills.
- The ability to lead a team of staff.
- Considered and timely decision making.
- The ability to manage a budget.
- Good organisational and time management skills.
- The ability to work under pressure and prioritise work to ensure deadlines are met.
- Excellent IT Skills, proficient with MS Office, GSuite for Education (desirable) and experience of a finance package such as Sage, FMS.

Experience (Desirable):

- Proven track record in the role of school business manager or bursar, ideally within the academies sector. Similar experience in another sector may be considered.
- Budget setting and tracking.
- Working knowledge of accounting standards such as the Charities SORP and Academies Financial Direction.
- Experience of preparing financial returns for the DfE or similar body.
- Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Pay:

- Salary will be dependent on experience.
- Pay will be pro rata; Full time equivalent salary range £29,245 to £32,878.

The responsibilities within this job specification may be changed from time to time.