

Job Description:

SCHOOL BUSINESS MANAGER

Full time 52 weeks of the year with 25 days holiday (not including Bank Holidays)

Reports to: Headteacher

Salary: £39,000 - £45,000 based on experience

Responsible for: Finance, Admin, Estates and Health and Safety

PURPOSE AND SCOPE

The School Business Manager (SBM) holds a key post of senior responsibility within the school. Reporting directly to the Head, the SBM is responsible for ensuring all financial and non-teaching aspects of the school run efficiently and effectively. The SBM is a member of the Senior Leadership Team (SMT) and is expected to contribute significantly to the continuous improvement of the School's services.

STRATEGIC LEADERSHIP AND MANAGEMENT

To lead with the Head on finance, estates management, whole-school administration and health and safety.

Line management and training responsibility for finance, estates and administration departments.

Produce timely and fully costed proposals for school improvement and development, ensuring they are sustainable through long-term financial plans.

Attend all relevant Governors' meeting to advise the Governors as appropriate on any matters relating to the responsibilities of the School Business Manager and especially on financial matters.

Ensure an effective link between the school budget plan and the school development plan to achieve sustainable school improvement.

Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.

Understand the implications of Government policies and educational trends and developments.

Plan for and implement new initiatives as appropriate for the school.

Provide strategic support to the Head and Governing body on all aspects of school business management.

Lead in the training and personal development of financial, health and safety, administrative and estates staff in areas of compliance.

Ensure teaching and support staff work effectively and cohesively together.

Lead on Performance Management of finance, administration and estates staff.



RESPONSIBILITIES IN RELATION TO FINANCIAL RESOURCE MANAGEMENT AND ACCOUNTING WORKING WITH THE SCHOOL FINANCE OFFICER

Prepare the termly (or as required) reports and projections on income and expenditure for approval by the Head and Governors.

Maintain and deliver financial plans to meet Governors guidance.

Report on the financial state of the school to the Governors.

Manage and prepare regular accounts for department budget holders and monitor them against accounts.

Advise the Head and Governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.

Work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures.

Use financial management information, to analyse trends and identify opportunities for greater efficiency.

Manage the school accounting function effectively to agreed procedures, and maintain those procedures by conducting at least an annual audit and review.

Prepare Statements of Financial Activity and balance sheets in accordance with the Charities Statement of Recommended Practice.

Provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional variances.

Prepare all financial returns for any authorised external agencies.

Liaise with the bank, auditors, governors, financial advisers, etc.

Attend relevant governors' meetings and present appropriate reports.

Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise the SLT and Governing Body accordingly.

Advise on and manage investments and cashflow.

Liaise with and provide all information required by the external auditor and implement any recommendations.

Oversee the preparation and audit of the final account for the school fund.

Advise Governors on the level of school budget and associated fee levels.

Advise on the financial implications of the charitable status of the school.

Act as the principal conduit for the Independent Schools Bursars Association (ISBA).



ACCOUNTING

Working with the Finance Officer to scrutinise and pass for payment all invoices and statements of account.

Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services provided to the school.

Management of all bank accounts, ensuring that a full reconciliation to trial balance is undertaken at least once per month

maintaining an assets register and preparation of invoices.

Oversee the fee collection and the management of bad debt through external debt collectors to ensure that all income is collected.

Liaise with parents regarding the payment of fees and fees in lieu of notice.

Management of the Scholarship, Bursaries and Awards funds and the undertaking of Bursary Award assessments based on parental income.

Oversee the payment of salaries and wages including PAYE, Pensions and National Insurance Contributions.

Administer pension schemes for teachers (via the Teachers Pension Scheme) and for support staff.

Advise on taxation and rates matters including income and corporation tax, business rates and VAT.

Oversee accounting and invoicing for school meals, trips and extra-curricular activities.

Accounting for the Old Maynardian's Society.

Accounting for the Maynard's Parents Association.

PURCHASING, BIDS, AND FUNDING SOURCES THROUGH LETS

Oversee the school procurement and purchasing to ensure proper control of expenditure.

To lead the development of income generation by seeking grants, writing bids and develop trading services.

Investigate, develop and promote alternative uses for hire of school premises for income generation.

Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

Purchase, either directly or indirectly, the school's energy supplies.

Seek professional advice on insurance and advise the Governors on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.

SCHOOL TRANSPORT

Take responsibility for the provision of school transport via a school minibus fleet and shared external providers.

Invoice parents accordingly for school transport usage.

Hire and provide minibus drivers for school transport.



HEALTH AND SAFETY MANAGEMENT WORKING CLOSELY WITH THE ESTATES TEAM

Act as the school's Health and Safety Lead and be responsible for management of health and safety within the school in keeping with ISI Regulations.

Attend and provide an analytical report to the Governors Health and Safety Committee Meetings.

Liaise with Devon County Council working within their guidance system OSHENS.

Management of current Health and Safety regarding the compliance and safety of the premises in line with Independent School Inspections and Devon County Council audits. To include:

- Glazing
- Asbestos
- Fire
- COSHH
- Water Hygiene
- Gas Safety
- Play Equipment
- Electrical Safety
- Lifts
- Boilers
- Extractors
- School teaching and play equipment
- Lighting
- Alarms
- Air Conditioning
- Refuse
- Ceramics kiln
- Minibus safety checks
- Tree surveys

Work proactively with managers, external agents and other key staff to establish and maintain a programme of continuous improvement and corrective action in the management of Health and Safety within their areas of responsibility, which includes conducting regular audits.

Oversee fire drills, reporting and recommending changes to procedures.

Ensure that rigorous risk assessment and accident management systems are in place to enable Faculty and Resource areas, to undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.

Book all statutory servicing according to an established timetable and collate all resulting paperwork so that it is ready for inspection.

Maintain a central record of all risk assessments and monitor recording.

Carry out all fire risk assessments according to an agreed schedule and in line with legal requirements.

Provide staff with comprehensive and relevant information and training on Health and Safety systems and procedures, including advising on equipment purchase and workplace practices.

Maintain the accident and 'near miss' database and inform the Health and Safety Executive (HSE) of accidents or incidents that require notification.

Collate 'Control of Contractors' paperwork for all visits to site such as safety rules and checklists.

Ensure all contractor Risk Assessment Method Statements (RAMS) are in order before contracting tradespeople.

Liaise with the Head and SLT in the planning and implementation of all fire, chemical or other evacuation procedures as part of Crisis Management.

Ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH and that necessary notices are displayed and reviewed.

Preparing clear H&S inspection documentation including a 'one stop shop' file ensuring that the school is always ready for inspection.



ESTATES MANAGEMENT

To be responsible to the Head and Governing body for the maintenance and upkeep of the school buildings and grounds to ensure a high quality environment for learning.

To take the lead on compiling and implementing a Estates Development Plan alongside the School Development Plan to including energy conservation and accessibility.

Plan, implement and manage new capital projects, including all financial requirements, planning permissions and overseeing of constructions with the Estates Team.

Work closely with the Estates Team in the management of all compliance aspects of Health and Safety.

Ensure ancillary services, such as Cleaning and Catering are monitored and managed effectively and high standards are achieved.

Have oversight of the maintenance and cleaning of the site (grounds and building).

Have oversight of the security of the school site, and the day-to-day running of the building.

Oversee the procurement, repair and maintenance of all furniture, fixtures and fittings.

Oversee the school asset register and disposal of goods no longer fit for purpose.

Be a member of the school's Crisis Management Team contributing to the school's disaster and recovery plan and to operate the elements linked to resource management responsibility.

Negotiate, manage and monitor external contractors tenders, estimates, contracts, costs and agreements as appropriate.

Be responsible for the quality of work by all contractors, cleaning and catering reporting to the Governors as appropriate.

RESPONSIBILITIES IN RELATION TO WHOLE SCHOOL ADMINISTRATION

Lead and manage the administrative function, working with the school's administrative staff to ensure the effective delivery of administrative systems.

To work with the admin team and Clerk to Governors in delivering appropriate liaison with the school Governors, including arranging meetings and administrative support as appropriate.

Review and manage administrative systems ensuring processes and communications are increasingly effective, implementing new systems as appropriate.

Act as liaison with the DfE and ISC and to be responsible for the census records and returns required.

To be responsible for GDPR / data protection and compliance with relevant regulations.

SAFEGUARDING CHILDREN

To be fully aware of and understanding the duties and responsibilities arising from Keeping Children Safe in Education 2020 and working together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head.



SCHOOL BUSINESS MANAGER EXPERIENCE, KNOWLEDGE AND SKILLS SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> Qualifications in accounting such as Accounting Technician or qualified Accountant Managing strategic financial plans Managing budgets, financial reporting, procurement and fixed assets Financial analysis and reporting Managing and leading teams Working effectively with internal and external partners 	<ul style="list-style-type: none"> Working in a strategic role in the education sector Project management Managing at a senior level Experience of leading performance management of staff Managing H&S
Knowledge	<ul style="list-style-type: none"> Financial management and accounting procedures H&S policies/codes of practice/legislation Resource management and procurement Premises maintenance An awareness and understanding of safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> Financial management and accounting in an educational setting Understanding of using data systems such as SIMS or iSAMs
Skills	<ul style="list-style-type: none"> Higher level IT skills Analytical skills Ability to use initiative, prioritise, meet deadlines Excellent interpersonal skills Effective communicator and presenter – orally and in writing Ability to lead and also to work as part of a team Ability to maintain a positive, compassionate and professional demeanour 	<ul style="list-style-type: none"> Experience in leading a team Use of excel spreadsheets Use of financial databases