



Job Description – School Business Manager

Job title	Primary School Business Manager
Reporting to	Headteacher
Working time	Full time (5 days)
Salary	118-120 dependent on experience

Purpose of this role

Manages all matters within the school which are supportive to, but do not involve, the teaching function.

Duties and responsibilities

1. Attend school management meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management. Contribute to the development of the school business plan, including the long-term strategy for the future development of the school.
2. Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Head Teacher, Governors Finance Committee and the School Senior Management Team. Oversee the production and updating of school financial procedures in accordance with financial regulations and audit requirements. Manage all non-public funds including the production and presentation of the annual accounts to the Governors' Finance Committee. Monitor all school bank accounts. Ensure appropriate security and authorisation arrangements. Deal with the school's rating assessment and VAT liabilities.
3. Develop and monitor all management information systems including the analysis and evaluation of data and detailed reports/information to further the school's improvement and to meet the information requirements of the LA/DCSF.
4. Oversee the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
5. Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Head Teacher, in accordance with Best Value frameworks. Conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors.
6. Monitor and control spending and advise the senior management team on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends. Prepare financial returns for the DCSF, LA and other local and central government agencies as required. . Maximise income generation within the ethos of the school. Manage all income generating schemes including lettings and sponsorship ventures. Advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects as appropriate.

7. Manage all groups of support staff within the school (premises, administrative/financial, midday supervisory, teaching assistants), ensuring appropriate supervision and deployment. Ensure regular appraisals are conducted for all staff and that staff training is in accordance with identified development areas for staff and operational requirements.
8. Develop and monitor the support service and whole school systems/procedures/policies. Oversee effective interface with the LA eg regarding pre-employment checks, pay, contracts. Organises Teacher Supply cover.
9. Manage any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies.

Safeguarding and pastoral care

10. Along with all other staff, be responsible for the day-to-day safeguarding and welfare of all the children in the school.
11. Have responsibility for reporting any concerns relating to the safeguarding of children to the Designated Safeguarding Lead in accordance with the school's agreed safeguarding procedures.

Other Duties

12. Play a full part in the life of the school community, to support its vision and ethos.
13. Take part in the school's staff development programme by participating in arrangements for further training and professional development.
14. Continue personal professional development in the relevant areas.
15. Engage fully in the staff appraisal process.
16. Work as a member of a team and to contribute positively to effective working relations within the school.
17. Support the school in meeting its legal requirements.
18. Promote actively the school's policies, procedures, routines & guidelines.
19. Comply with the school's Health and Safety policies and undertake risk assessments as appropriate.

Supervision and Management

The jobholder manages between 6 and 15 staff, arranged into groups who perform different types of work.



Creativity and Innovation

The jobholder prepares school budgets, budgetary forecasts, projections and estimates; devises operational procedures and working practices relating to financial and accounting systems, security, premises management systems, programmes of work for staff etc; and generates ideas on income generation schemes.

Decision Making

The jobholder decides on the forecasts for the school budget, with support from Education Accountancy, and makes decisions relating to the planning of buildings and maintenance work. The jobholder makes recommendations with regard to the use of school finances, income generating schemes, staffing establishment, accommodation issues, building work and use of contractors.

Resources

The jobholder is responsible for ensuring the school uses appropriate procedures to secure financial and physical resources, but does not have personal "hands on" accountability.

Working Environment

The jobholder's work is interrupted e.g. by emergency situations, such as power breakdowns, mechanical breakdowns; staffing issues etc. requests for financial information, reports etc. from the Head Teacher.

Work is mainly undertaken in an office, within the school premises but there is the option to work from home within school hours one day per week or as needed for specific projects.

The jobholder is required to review building work, maintenance work etc. which may be undertaken outside.

There is contact with members of the public, visitors to the school, contract staff, students etc.

Knowledge and Skills

The jobholder needs the ability to undertake a range of advanced activities, requiring detailed knowledge of finance, accounting and budgeting; the utilisation of ICT software; premises issues; and skills in staff supervision and presentation of reports.

Typically, the jobholder will have or be studying towards a School Business Management qualification.

Key Contacts & Relationships

Head Teacher, School Management Team, Governors, staff, Contractors, LEA Departments and Advisors	Routine information regarding day to day activities and operations relating to admin, finance, premises etc. Explanations and advice relating to budgets, staffing arrangements, building and maintenance work, contracts, changes to contracts or service providers etc. Presenting proposed school budgetary plans. Influencing contractors on terms of contracts.
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Frogwell Primary School & Complex Needs Resource Base

www.frogwell.co.uk
01249 652815

Frogwell Primary School, Derriads Lane
Chippenham, Wiltshire, SN14 0DG
Headteacher - Rachel Neville

Staff	Sensitive staff issues. Undertaking staff appraisals. Recruitment and selection of new staff.
Contractors	Negotiating contractual terms, managing the work of contractors on site in their service provision to the school.
Governing Body, School Management Team, LEA Departments	Presenting school's budgetary plans, funds and accounts.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disability condition.

The safeguarding and promotion of the welfare of children is the responsibility of all members of staff at Frogwell Primary School and Complex Needs Resource Base.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Signed by postholder:

Date:

Signed by Headteacher:

Date: