

Thundersley Primary School Job Description

Job Title	School Business Manager
Grade	2021 Scale 8/9 (Point range 25-33)
Salary	£30095-£37568
Reports to	Headteacher
Liaison with	CFO, Headteacher, Deputy Headteacher, Office Manager, Robus SBM team
Job Purpose	<ul style="list-style-type: none"> • To give strategic vision and leadership to all aspects of budget, finance and premises • To lead, operate, maintain and develop the financial procedure and systems of the school, in co-operation with the Leadership Group and governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained • To provide the Headteacher, Governors and CFO with the financial information that allows them to make informed decisions concerning the financial management of the school. • To be responsible for the school site and its buildings, their maintenance, development and efficient use. • Play a central and creative role in the Leadership Group
Duties Key Tasks	<p>General</p> <ul style="list-style-type: none"> • Attend Senior Leadership Team meetings and appropriate Governors' meetings • Negotiate and influence strategic decision making within the school's Senior Leadership Team • In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions • Plan and manage change in accordance with the School Improvement Plan <p>Financial</p> <ul style="list-style-type: none"> • Be responsible for all accounting procedures and financial administration and resolving any problems, including: The ordering, processing and payment for all goods and services provided to the school. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Maintaining an inventory and preparation of invoices and collection of fees and other dues • Ensure all financial administration is carried out in accordance with the appropriate DfE and Trust financial regulations and policies • Advise the Headteacher/SLT on general financial policy and planning, attending relevant meetings as requested • Prepare, for approval by the Governors/Trustees, annual and 3 year estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to the Headteacher, CFO and Governors • To attend Governors meetings, advising Governors where appropriate • To prepare monthly reports, control reconciliations and financial returns

- for the CFO, within statutory deadlines
- Ensure the school is following 'Best Value' procedures, keeping analysis of costs and other statistical records.
- Research additional sources of income/sponsorship and prepare bids as appropriate in conjunction with the CFO
- To maximise income generation and energy saving within the ethos of the school
- Maintain a Fixed Asset Register
- Prepare information for Internal Control and Annual Audits
- Liaise with the Finance Support service and External Auditors to process year end accounts journals
- Prepare information for End of Year Certificates and Annual Pension reports

Payroll

- Maintain staff salary calculators and ensure staffing changes are reflected on the payroll system
- Be responsible for the timely processing of expense and overtime claims
- To liaise with the Office Manager to ensure all maternity leave, sickness absence and other leave requests have been updated on the payroll system calendar before the payroll cut-off date
- Run and reconcile the monthly payroll to ensure staff are paid correctly, resolve variances and upload journals to the financial accounting system
- Liaise with other staff and the payroll software provider to answer any payroll queries

Personnel

- To manage and maintain personnel records, setting up and amending staff contracts.
- To generate job adverts and publicise vacancies
- To resolve salary and contract issues on behalf of employees, liaising with Human Resources and payroll
- To advise staff on maternity, sickness and statutory rights where applicable
- To manage DBS checks and the Single Central Register.

Estate Management

In Liaison with the Site Manager and Deputy Headteacher:-

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Work with the Site Manager and Deputy Headteacher to ensure that all Health and Safety guidelines and policies are up-to-date and fully implemented throughout the school ensuring a safe environment for all stakeholders.
- Work with the site manager to ensure that all purchases and repairs relating to the upkeep of the premises are made in a timely and cost-effective manner

	<ul style="list-style-type: none"> • Ensure the continuing availability of utilities, site services and equipment • Monitor, assess and review contractual obligations for outsourced school services • Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly. • Appraise projects for the development of the school • To co-ordinate the purchase, repair and maintenance of all furniture and fittings • To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the schools energy supplies.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Person Specification Business Manager (LGM)	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful accounting experience working in an Academy or Multi Academy Trust financial environment and / or appropriate financial professional qualification – DSBM/AAT/CIMA Successful management experience
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the DfE financial systems and procedures A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Good pass in English GCSE (or equivalent)
	Numeracy	Good pass in Maths GCSE (or equivalent) The ability to prepare, monitor, evaluate and review the budget Preparation, understanding and interpretation of all financial data
	Technology	Excellent skills in the use of word and excel Knowledge of Google Education Thorough working knowledge of Financial Management Systems
Communication	Written	Excellent written communication skills Proven experience of completing detailed reports, forms and letters
	Verbal	Excellent verbal communication skills Ability to exchange complex information clearly and sensitively. Ability to address SLT and Governing Body
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
Working with others	Working with partners	Understand the role of others working in and with the school Understand the importance of physical and emotional wellbeing
	Relationships	Develop and maintain collaborative relationships with a wide range of agencies and individuals
	Team work	To work effectively with other adults in the school, the Trust and to work on your own
	Information	Experience of providing timely and accurate information

Responsibilities	Organisational skills	Experience of strategic planning activities Experience of financial planning, financial management and budgetary control within an organisation Strong organisational skills Works accurately with attention to detail
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
General	Equalities	Demonstrate a commitment to equality.
	Child Protection	Understand and implement Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Effectively evaluate own performance and share knowledge with others