

Job Description

Job title:	School Business Manager
School:	Hanover Primary School
Grade:	PO4 – 5
Line manager:	Headteacher
Supervisory responsibility:	Line management supervision of administration and premises staff Conduct the performance management of above staff
Hours:	TTO with 3 additional weeks

Purpose of the Job

- To strategically advise the school leadership team on all aspects of management in relation to non-teaching administration.
- To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines.
- To manage the financial and administrative functions in the school.
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- To be a high-level administrative resource, advising on personnel and procurement, and coordinating and monitoring all contracts.
- To ensure that the admin support staff provide an efficient administrative service to the Leadership Team, teaching staff and Governing Body.
- To manage the Premises Manager, and the key functions around the smooth-running of the school premises.
- To assist with income generation, preparing funding bids as necessary.

MAIN DUTIES AND RESPONSIBILITIES

Data and Management systems

- To oversee the development of all management systems in the school.
- To ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
- To support and train other staff in data management and administrative systems.

Finance and Procurement

- To manage efficiently all matters relating to the administration of school finances.
- To maintain and oversee school bank accounts, VAT accounting and payment, cash handling, and relevant school web applications.
- To provide financial management information to the Senior Leadership Team and the Governing Body.
- To prepare: all school accounts; income and expenditure reports in accordance with DfE regulations; accounts for submission to auditors; and returns to the LA as necessary.
- With the Headteacher/Deputy, to undertake an annual budget planning exercise informed by the school improvement plan, for the approval of the Governing Body.
- To allocate the agreed budget to specific budget holders; to produce budget monitoring and other financial reports for the Governing Body.
- To advise the Senior Leadership Team of any potential deficit and the implications of this, and to make recommendations on possible solutions.
- To take responsibility for monitoring payments of salaries, ensuring that returns are completed to deadline e.g. pension, taxation and NI.

- To oversee ordering of and payment for all goods and services provided to the school or by the school.
- To manage procurement, and undertake best-value reviews, including an annual review of all service contracts with Islington Schools HR and the London Borough of Islington.
- To use and be responsible for the school's I.T. finance systems (FMS6, Excel, etc).
- To maintain the school's inventory of assets; to comply with procedures for the disposal of redundant equipment/assets.
- Oversee cash handling procedures within the school.
- To take responsibility for whole school insurance; to handle any claims that arise.
- To prepare bids and secure sponsorship for extracurricular activities, in liaison with colleagues.
- To be responsible for the arrangement of bookings, transport and catering for out-of-school activities, including residential trips.

Human Resources

- To take responsibility for the efficiency and effectiveness of admin services.
- To act as a Line Manager for admin and premises staff, implementing an induction, Performance Management and training process.
- To ensure that all school job descriptions are kept under review.
- To ensure staff records are up to date, including all sickness and other absences; to identify emerging sickness management issues and raise them with the Headteacher.
- To liaise with relevant agencies/bodies on pay related matters.
- To advise the Headteacher on HR issues.
- To ensure the timely completion of data returns e.g. annual DfE return.
- To prepare reports for the Governing Body Resources Committee as required.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the postholder's contract of employment.

Premises

- To ensure that buildings, grounds and facilities are developed and maintained to the highest standard.
- To manage lettings, ensuring they are consistent with the values of the school.
- To ensure accurate records of damage, loss or vandalism are maintained.
- To create an environment that is welcoming, attractive and functional.

Information and Communication Technology

- To manage the school's administration network and identify enhancements as required.
- To implement all upgrades to the administration network and ensure backup for data.
- To ensure that all admin staff are adequately trained in appropriate ICT software.
- To ensure the school operates within the current Data Protection legislation.
- To manage the school's website, ensuring it is kept up to date and compliant.

General Management

- To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade;
- At all times carry out duties with due regard to the school's Health and Safety Policy.

Personal Responsibilities

- To carry out all duties in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use ICT systems to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To ensure a high standard of confidentiality and integrity in all school matters.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
- To work to the Institute of School Business Managers' professional standards.

Person Specification

What we look for in the ideal candidate

Essential criteria

Qualifications and experience

1.	A degree / professional qualification relevant to the post such as DSBM, ADSBM or accounting qualification (or willingness to work toward it)
2.	Substantial successful management experience, preferably across education, finance, ICT, personnel or facilities management
3.	Experience of developing and implementing policies and procedures related to HR, finance, health and safety, ICT, education and safeguarding

Knowledge and skills

4.	Proven ability in developing, setting and monitoring large budgets
5.	Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them
6.	Evidence of the personal and leadership qualities required to set an example to others and to lead a team, including the ability to motivate and support a team
7.	Evidence of good interpersonal skills and the ability to develop and maintain good relationships with all members of the school community, staff of the LBI and relevant agencies
8.	Ability to communicate clearly and concisely both orally and in writing and to produce technical and financial information in a way that is comprehensible to lay persons

9.	To be able to use initiative, and have well developed incisive analytical and problem solving skills
Personal attributes	
10.	A genuine interest in the education and well-being of children and young people and an understanding of working in an education environment with pupils
11.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
12.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people