

## Job Description and Person Specification

|                      |                                         |
|----------------------|-----------------------------------------|
| <b>Job title</b>     | School Business Manager (small primary) |
| <b>School</b>        | Purley CofE Primary School              |
| <b>Salary grade</b>  | G-H                                     |
| <b>Work location</b> | School Office                           |
| <b>Reports to</b>    | Headteacher                             |
| <b>Supervises</b>    | Office staff/other support staff        |

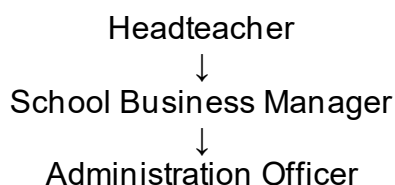
### JOB PURPOSE

To support the headteacher in the management of all non-curriculum aspects of the school, including school administration, finance, HR, premises and facilities, IT, health and safety, and safeguarding requirements.

To be a member of the Senior Management Team in the school.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

### STRUCTURE CHART



### MAIN DUTIES AND RESPONSIBILITIES

#### Finance

- Prepare detailed budgets for expenditure delegated to the school, in accordance with guidelines provided and referenced to School Development Plan.
- Use financial accounting package (FMS) to prepare and produce month and year-end accounts, including reconciliations, budget monitoring and managing school budget.
- Manage payment of invoices from school budget.
- Collect and bank school budget income.
- To maintain the school's Imprest account and take responsibility for timely monthly returns.

## MAIN DUTIES AND RESPONSIBILITIES

- Reconcile school accounts with local authority Agresso reports, identifying discrepancies and liaising with relevant department at West Berkshire Council to query and rectify such discrepancies.
- Attend meetings of the governors' Business Committee to provide information and advice on the setting of the annual budget, annual salary review and report on financial updates.
- Keeping up to date on financial legislation and advising head and governors of all relevant changes.
- Manage the School Fund account, reconciliation and banking of monies and the preparation of the fund for annual audit.

### Property/Facilities

- To assist with project planning and other developments and manage alongside the Headteacher, capital projects and development of the school.
- Work with governors' Business Committee members to keep them informed and knowledgeable about projects, including health & safety matters.
- In conjunction with the Headteacher, oversee the effective operation of all external contracts and investigate provision of services from alternative sources as required.
- Identify, alongside the Headteacher and H&S Governor, property maintenance issues and repair of such.
- Liaise with and monitor the performance of contractors for the maintenance and repair of property, both routine and emergency.
- Alongside the Headteacher, perform and review risk assessments when necessary.
- Carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate records using appropriate IT programmes in accordance with statutory guidelines and good estate management for schools.
- Contribute to premises policies and ensure compliance.
- Adhere to health & safety guidelines for schools, liaising with the local authority to receive guidance where required.

### Human Resources

- Manage and maintain HR records, setting up and amending staff contracts and liaising with HR Department on procedures.
- Generate job adverts and publicise positions vacant; assist with the filter of applications and generate acceptance/rejection letters and phone calls.
- Assist in appointments by being a member of interview panels as required.
- Resolve salary and contract issues on behalf of employees, liaising with Payroll and Human Resources.
- Advise staff on maternity, sickness and statutory rights where applicable and ensure relevant forms are provided for completion and submission.
- Undertake recruitment, induction, appraisal, training and encourage participation in relevant courses.
- Manage DBS checks and ensure they are updated as per recommendations and keep the Single Central Record document complete and current.

## MAIN DUTIES AND RESPONSIBILITIES

- Prepare and submit to payroll timesheets and absence returns in a timely manner.

### **Administration/ I.T.**

- To assist with the planning, organisation and monitoring of support systems/procedures/policies.
- Oversee office management with the assistance of the Administration officer, supporting their role.
- Liaise between managers/teaching staff and support staff.
- Participate in training and other learning and development activities as required.
- Assist with the development of policies and procedures relating to child protection, health safety and security, confidentiality and data protection.
- Ensure completion of statutory forms in conjunction with the headteacher, including the annual School Workforce Census.
- Where appropriate, act as telephonist/receptionist for school, welcoming visitors and answering enquiries, as required in absence of office staff
- Support the ICT co-ordinator on the curriculum network
- Oversee the completion and management of the school inventory
- Ensure software licences are in place and legal.
- Manage IT support and maintenance contracts

### **Organisation**

- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Establish constructive relationships and communicate with other agencies/professionals.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.
- Undertake any other duties that reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post holder.

## SCOPE (impact on/control of resources, people, money etc)

The postholder will have significant impact on the financial management of the school through the preparation and monitoring of the school budget on behalf of the headteacher and GB.

The postholder will be responsible for financial transactions within the school, including banking of income.

| <b>PERSON SPECIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                      |  | Essential/<br>Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                            |  |                         |
| GCSE grade C in English, Maths and ICT or equivalent                                                                                                                                                                                                                                                                                                                                             |  | E                       |
| Education to A level standard or equivalent (or at least two years' experience in similar role)                                                                                                                                                                                                                                                                                                  |  | E                       |
| AAT/CSBM or equivalent                                                                                                                                                                                                                                                                                                                                                                           |  | D                       |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                |  |                         |
| Previous experience of working in a finance related role                                                                                                                                                                                                                                                                                                                                         |  | E                       |
| Line management or supervision experience                                                                                                                                                                                                                                                                                                                                                        |  | D                       |
| Experience of using a computerised financial accounting system                                                                                                                                                                                                                                                                                                                                   |  | E                       |
| Experience of preparing budgets, budget monitoring and forecasting the year end outturn                                                                                                                                                                                                                                                                                                          |  | E                       |
| <b>Knowledge and understanding</b>                                                                                                                                                                                                                                                                                                                                                               |  |                         |
| Knowledge of the systems used in school (SIMS, FMS)                                                                                                                                                                                                                                                                                                                                              |  | D                       |
| Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities                                                                                                                                                                                                                                                                |  | D                       |
| Knowledge and understanding of financial modelling practices                                                                                                                                                                                                                                                                                                                                     |  | E                       |
| <b>Skills and abilities</b>                                                                                                                                                                                                                                                                                                                                                                      |  |                         |
| Ability to use Outlook, and a web browser to access information                                                                                                                                                                                                                                                                                                                                  |  | E                       |
| Ability to use Microsoft Office (Word, Excel, PowerPoint etc)                                                                                                                                                                                                                                                                                                                                    |  | E                       |
| Excellent numeracy and literacy skills                                                                                                                                                                                                                                                                                                                                                           |  | E                       |
| Ability to communicate effectively verbally and in writing                                                                                                                                                                                                                                                                                                                                       |  | E                       |
| <b>Work-related personal qualities</b>                                                                                                                                                                                                                                                                                                                                                           |  |                         |
| Ability to prioritise and manage a complex workload                                                                                                                                                                                                                                                                                                                                              |  | E                       |
| A friendly and approachable manner with children and parents/carers                                                                                                                                                                                                                                                                                                                              |  | E                       |
| Able to maintain confidentiality                                                                                                                                                                                                                                                                                                                                                                 |  | E                       |
| Mature and flexible attitude at work                                                                                                                                                                                                                                                                                                                                                             |  | E                       |
| Self-motivated and able to work effectively without supervision                                                                                                                                                                                                                                                                                                                                  |  | E                       |
| <b>Other work-related requirements</b>                                                                                                                                                                                                                                                                                                                                                           |  |                         |
| Ability to work occasional evenings to attend GB meetings                                                                                                                                                                                                                                                                                                                                        |  | D                       |
| Enhanced DBS check with relevant barred list                                                                                                                                                                                                                                                                                                                                                     |  | E                       |
| Willing to work outside of the normal working day or term time as required to ensure the smooth running of the school.                                                                                                                                                                                                                                                                           |  | E                       |
| Full, clean driving licence                                                                                                                                                                                                                                                                                                                                                                      |  | D                       |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post. |  | Essential               |