



Stowlawn Primary School

Job Description – School Business Manager

Scale 6 – Point 17-22 (21 hrs / 3 days per week pro rata) 8.15am – 4pm (45 mins lunch)

Term time only plus 2 weeks

Title and Grade of Post	School Business Manager - NJC Grade 6
Job Purpose	To organise maintain and monitor the school's financial and management systems and to ensure an effective service to the school. To support and assist administrative and ancillary staff , including commissioning and delegation of relevant activities.
To Whom the Postholder Reports	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> the Headteacher in all matters. <p>The postholder is also expected to interact on a professional level with colleagues, pupils, parents and carers, governors, multi-agency professionals and members of the wider community.</p>
Duties and Responsibilities specific to the Post	<p>Leadership and Management:</p> <ul style="list-style-type: none"> Develop financial statements, forecasts and best values procedures. Attendance at Governor Meetings to provide information as required including annual budget statements. Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise SMT and other stakeholders accordingly. Finance and strategic policy and procedure management <p>Finance:</p> <ul style="list-style-type: none"> To be responsible for the effective management of financial administration procedures, including responsibility for compliance with Financial Regulations. Monitoring the weekly/monthly expenditure and advising the Headteacher's/Finance Committee of possible under/over spending whilst providing options for varying expenditure. Completion of Benchmarking exercises. Assisting with preparation of work specifications for tender and assisting with selection of contractors. Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School's computerised accounting systems. Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants. Supporting the School in the management and maintenance of an assets register and inventory. Responsible for advising the Governors on the appropriate insurances for the school, implementing the approved insurance, and handling any claims that arise. Maximise income generation within the ethos of the school. Ensure best value principles are adopted, for example, in extended school activities. Securing funds to which the school is entitled and actively seeking additional funding. Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations.

- Assist with planning, monitoring and evaluation of budget.
- Manage procurement, and SLAs, ensuring best value.
- Responsible for the management of expenditure from the school budget.

Support for the Headteacher:

- Provide personal, confidential, administrative and organisational support to the Headteacher, alongside the school Office Manager.
- Provide administrative and financial support to the Governors when required.

Estate Management:

- Implement risk management and loss prevention strategies in the school to reduce insurance costs.
- Work with the Health and Safety officer to manage Health and Safety within the school ensuring compliance with Health and Safety regulations.
- Maintain knowledge and awareness of health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
- Manage the undertaking of health and safety audits, inspections and general health and safety issues.
- Co-ordinate the maintenance of the School's site and the shared buildings/contracts, the preparation of maintenance schedules and efficient operation of all facilities on the property, liaising with the Site Manager.
- Line manage the shared school site manager, including reviewing and maintaining a schedule of works.
- Support the Headteacher with the developing of work specifications and management of service contracts.

Administration:

- Analyse and evaluate data/information and provide support for the preparation and production of all records, reports and publications.
- Provide administrative and organisational support for staff.
- Undertake research and obtain information for decision making.
- Assist with devising marketing and promotion strategies for the school.
- Maintain computerised records/information systems.

General:

- Provide advice and guidance, as appropriate, to staff, parents/carers. Governors and stakeholders.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work aims of the School.
- The postholder must undertake their duties in a way that secures positive action in respect of equal opportunities and a multi-cultural approach.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.