



Perivale Primary School

School Business Manager APPLICATION PACK

May 2018

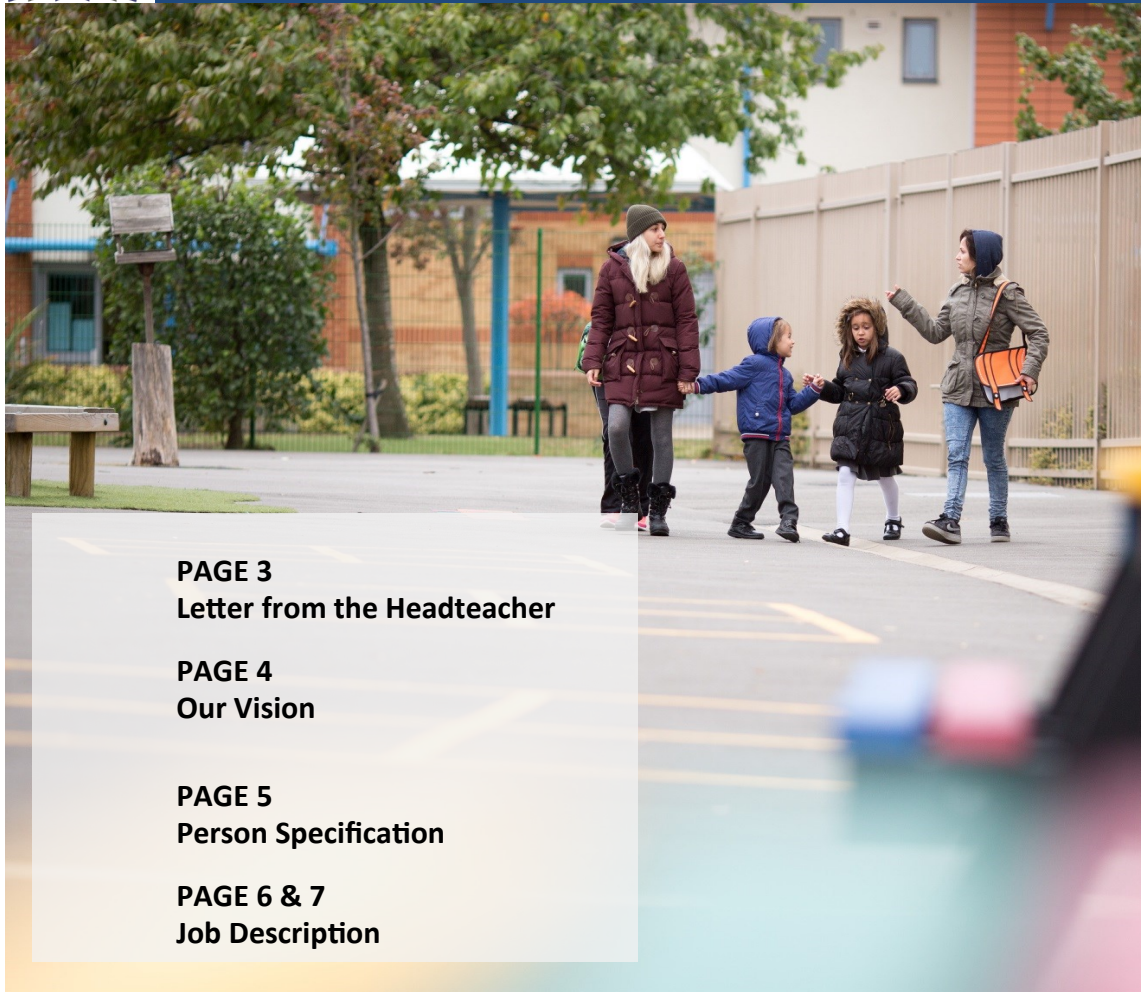


Perivale Primary School

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Federal Road, Perivale, Middlesex, UB6 7AP

www.perivale.ealing.sch.uk



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Job Description





Dear Applicant,

Thank you for showing an interest in the position of School Business Manager at Perivale Primary School.

Perivale Primary School is a popular two form entry school with a children's centre located on site. We are based in the heart of Perivale and have good transport links with Alperton and Perivale tube stations close by.

Our most recent Ofsted Inspection in June 2017 graded the school as "Outstanding".

As School Business Manager, you will be responsible for the management and continuing development of all support roles and functions across the school and will therefore have real opportunity to contribute to the school's future.

You will be a member of the Senior Leadership Team, working in close partnership with the new Head, Deputy and Assistant Headteachers, and you will have direct impact on maintaining and improving the school's performance.

If you are equal to this challenge, we would like to hear from you.

Visits to the school are encouraged and warmly welcomed. If you would like any further information, an informal chat or to arrange a visit, please contact Yvonne McDonald on 020 8997 0619 or by e-mail to

recruitment@perivale.ealing.sch.uk

We look forward to hearing from you.

Yours faithfully,

**Sarah Wilson
Head Teacher**





Education For Life

Our aim at Perivale is to be a school where children and adults work together to develop an education for life. We want all our children to maximise their talents and abilities in order to reach their full potential.

We are proud of the children who attend Perivale and all of their achievements.

Our Vision

Perivale Primary School shares a vision of individuals who exceed expectation and enjoy education. Where excellence is at the centre of all we do.



What matters to us

- We have a commitment to maintain and improve high standards. The diversity of the community and the inclusive ethos of the school are a strength at Perivale.
- We are committed to all aspects of our children's education and development and parents share with us in making this a successful start for their children.
- We create opportunities for children to continue to develop curious, enquiring minds, to support their academic achievement.

You will be responsible for :

- *Recruiting and developing exceptional staff*
- *Managing the budget and resources to ensure best value*
- *Maintaining excellent facilities*
- *Driving progress and continuous improvement*
- *Keeping children safe in all areas*





Essential Requirements

Education and Experience

To be educated to degree level or equivalent (desirable).

To have a certificate in School Business Management (CSBM) or a relevant professional qualification in financial management/HR.

Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals.

Knowledge of appropriate financial, monitoring and management information systems.

To already have or be willing to study for a diploma in School Business Management (DSBM).

Knowledge, Skills and Abilities

To be able to demonstrate excellent finance and accounting skills.

To have a knowledge of SIMS FMS6 or similar packages.

To be able to generate income.

To have an understanding of funding systems and DfE guidance.

To be able to design, create and maintain an accurate and up to date MIS.

To be able to manipulate and disseminate data effectively to the whole school community.

To have current knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements.

To have an understanding of risk assessment techniques.

To be able to represent the school on or off site and have an understanding of the importance of the school within the community.

To be able to demonstrate a working knowledge of HR and Employment Law.

To have the ability to plan strategically and be an efficient project manager.

To be able to demonstrate proficient ICT skills.

To be able to use initiative, and have well developed incisive analytical and problem solving skills.

To be able to monitor and evaluate procedures effectively.

To be able to manage staff and contractors at all levels.

Personal Qualities

To have excellent communication skills, both written and oral.

To be well organised and have good interpersonal skills.

To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality and be able to resolve conflict with equanimity.

To be a confident leader and be able to work as part of a team or independently.

To be hard working and emotionally resilient, able to work under pressure, able to prioritise and work with flexibility to deadlines

To understand and be committed to equal opportunities for all members of the school community.

To have a willingness to participate in further training and CPD.





Main purposes of the job

To provide senior leadership and strategic direction and operational management for the non-curriculum management functions.

To act as a professional adviser to the Headteacher and Governors on whole school issues, finances, HR and site management, researching and communicating all statutory and legal changes relating to finance and HR.

Line management and performance management of administration and site premises staff.

To be a member of the Senior Leadership Team.

To lead and manage projects effecting whole school issues.

To oversee the financial and administrative functions of the extended schools agenda and the management of business opportunities at the school site.

To work alongside the leadership team to provide strategic leadership and development of pupil data and reporting systems.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Specific Duties

Financial Management

To lead on all financial management within the school.

To manage and prepare monthly budgets and long term budget plans for the Headteacher, the Senior Leadership Team and the Governors' Management Committee.

To have responsibility for and to analyse the monthly budget and long term budget plans.

To plan and prepare the annual budget in liaison with necessary staff, as appropriate and present the budget to the Governors for approval and be responsible for the reconciliation of LA financial records to those at the school.

To be responsible for monitoring income and expenditure and produce regular financial reports as required by the school and the LA.

To manage earmarked funding streams and ensure that such funds are properly accounted for.

To advise the Headteacher on the financial implications of the school's staffing and pay structures.

To manage the day-to-day operation of the school payroll (if this service is not a buy in function from the LA).

To manage and evaluate service level agreements and keep such contracts under review by comparison with alternative providers.

To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and explore cost saving initiatives.

To be responsible for and investigating the availability of "biddable" funds and advise the Headteacher in the completion and submission of these bids.

To advise the Headteacher in determining, allocating and controlling delegated budgets.

To take responsibility for all accounting procedures, and the management of all public and non-public funds.

To take responsibility for ensuring that efficient and safe routines are maintained concerning collection, security and distribution of cash.

To ensure compliance with FMIS (Financial Management Information Systems) and other financial regulations and standing orders.

To manage the school's cash flow and maximise the schools interest within financial, legal and regulatory constraints.

To ensure that systems are set up for the smooth running of financial management as appropriate.

To manage the finances of the school's catering contract where relevant and ensure regular evaluation and review.

To oversee the school's insurance policies in all forms including arrangements for their review.

To be responsible for the preparation and submission of all financial returns to the LA and other relevant bodies.

To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness.

To represent the Headteacher at appropriate meetings related to the school's finances.

To work with other members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school.

To attend the Governor's Management sub committee meeting.

To be responsible for ensuring that risk assessments are prepared and monitored.

Site Management

To lead on site management agenda i.e. school new build or remodelling

To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds.

To strategically oversee the negotiation, evaluation and management of contracts for works and services to the site.





To oversee and prioritise work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Supervisors.

To consult with the Headteacher to establish and maintain a rolling programme of refurbishment works within budgetary constraints.

To oversee the Site Supervisors' regular progress reports and that any recommendations are made to the Headteacher and the Governors' Management Committee.

To have overall responsible for the safe working environment within the school.

To have overall responsibility for the co-ordination and management of work and communication with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site.

To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.

To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as the school's Health and Safety Coordinator and Fire Officer.

To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.

To have overall responsible for the records of fire practices and alarm testing. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.

To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.

To represent the Headteacher at appropriate meetings related to the school.

To be a key holder for the school site, if required.

Human Resources

To lead on HR related issues.

To line manage the premises and administration staff as required, and identify their development needs as appropriate.

To advise the Headteacher and Governing Body on payroll and personnel issues.

To give advice to the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

To oversee the preparation of necessary documentation to inform staff in writing annually of their current salary.

To advise the Headteacher and Governors on policy issues and the implementation of these policies in the school.

To oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files.

To oversee and supervise the maintenance of accurate personnel records for each member of staff including single centre records for the DBS and List 99.

To participate in the recruitment, selection and appointment of direct reports.

To liaise with the payroll provider, issue staff contracts and amendments.

To ensure that all staff details whether kept in a file or on a disk are securely locked away as agreed with the Data Protection Agency.

Respond to emergencies appropriately and inform relevant staff.

Income Generation

To promote and extend the use of the site as a method of generating income.

To supervise existing methods of site use in generating income.

To source funds for school projects.

General responsibilities and support services

To ensure that correct preparation and risk assessments are made for school trips.

To attend the appropriate committee and other meetings, including relevant meetings with the School' Leadership Team.

To be a member of appropriate working parties as and when required.

To vary duties to meet the changing demands of the school.

To implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.

To oversee and ensure all work is appropriately documented and kept up-to-date.

To keep abreast of current legislation and developments in relation to finance and attend training where appropriate.

To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

To help ensure that the school meets the relevant outcomes of the Every Child Matters initiative.

To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.



