**Job Description**

**School Business Manager**

Summary of main conditions of service and full job description evaluated according to the Council’s Job Evaluation scheme

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| **Duration** | Permanent |
| **Grade** | PO3 38-41 £36,912 to £39,855 Full Time All Year Round (52 weeks) Holidays to be taken during school holiday times. |
| **Hours** | 52 weeks AYR, 36 hours per week |
| **Accountable to** | Head teacher |
| **Line Management** | Business Support Team   * HR & Data Manager * Receptionist * Site Manager |
| **Method of Payment** | Monthly (15th) |
| **Annual Leave\***  Please see below for further details | The annual leave year is the 12 month period beginning 1 April each year.  Leave is taken during school closure periods. |
| **Annual leave entitlement from 1 April 2010** | |

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| **Grouping by SCP and Grade** | | **Entitlement in working days** | |
| **Spinal Column Point** | **Grade** | **Less than 5 years local government service** | **More than 5 years local government service** |
| 29 and above | So1 and up to and including PO8 | 32 | 34 |
| Included in the above entitlement is one concessionary day applicable to employees in post on 25th December which may be taken during the Christmas period, plus the two former extra-statutory days. | | | |

**Administration & Organisation**

**Grade:** PO3

**MAIN PURPOSE OF JOB**

As part of the Senior Leadership Team, to be responsible for the operational management of Finance, Premises, Administration and Resource Management & Community usage and Lettings.

**Responsibilities**

Assisting the Head teacher in the leadership and development of the school

* Implementing school policies and procedures
* Ensuring safeguarding and safer recruitment
* Promoting the aims, objectives and ethos of the school
* Ensuring a healthy, clean and safe environment is maintained to high standard
* Liaising with external agencies as appropriate
* Ensuring specific day to day functions of the school run smoothly

Although the role is full time and based on a 36 hour week. The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Governing Body Meetings, etc), with due notice.

**KEY RESPONSIBILITIES**

1. **Strategic role**
2. Responsibility for strategic planning aspects over current year and a three to five year period where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and LA financial policy.
3. Be responsible for the submission of relevant information to the Governing Body and outside agencies e.g. DfE, LA
4. To assist in the implementation of all policies within the remit of the role. These policies will include, but are not limited to, Scheme of Delegation, School Governance, Financial Delegation, Risk Management, safeguarding and pay and Health and Safety, lettings and charges and ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, and other interested parties.
5. Working within the leadership team to ensure that the revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of educational objectives.
6. To continually enhance the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships

**2) General Management and Administration**

1. To be responsible for the overall line management and professional development of the Business Support Team and the Site Manager in developing and implementing new procedures, protocols and office systems to meet the changing needs of the school. To set objectives and manage performance of administration and premises staff.
2. To recommend, establish and maintain computer-aided administration, including SIMS, LGFL and FMS which supports all the general work in the school, including statistical analysis, in conjunction with the LA, ensuring that the pupil database and other pupil records are properly maintained and regularly updated.

**3) Finance and Accountancy**

1. To formulate short (one year) and long term (three to five year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Head teacher and Governors with regular financial updates and reports over the year
2. To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, school journeys and any external grants and to undertake monthly reconciliations
3. To be a budget signatory for all school budgets up the limit prescribed by the Governing Body
4. To be a member of the Finance Committee attending committee meetings as required.
5. To ensure effective monitoring systems of income and expenditure are operated.
6. To undertake the accounting for the school, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, in order to receive best value for money. Having responsibility for ensuring the banking of monies, electronic income, and chasing monies owed to the school, and payment of casual staff and overtime.
7. To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.
8. To prepare bids for capital development projects, external funding possibilities.

**6) Premises**

1. In partnership with the Site Manager management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
2. To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with safeguarding policies.
3. Oversee the facilities and estate functions of the school to ensure as far as reasonably possible that:
4. an asset management plan is developed, implemented and updated in line with agreed priorities including risk management;
5. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
6. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
7. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
8. Under guidance establish and maintain a school Health and Safety policy and oversee a programme of risk assessments and fire drills.
9. To undertake other related duties that may be required to meet the needs of the schools.

**7) Contract Management and Procurement**

1. To be responsible for and manage contracts with external providers which will   
    include, but are not limited to
2. Site Services
3. Photocopying and Printing
4. ICT Service and Support
5. Site Maintenance and Health and Safety
6. ICT Software
7. To lead negotiations with all potential and existing suppliers to ensure the school the best value for all goods, services and works procured.
8. To lead in the development of performance indicators to manage all contractors
9. To lead in dispute resolution and rectification where contractor performance is not meeting standards
10. To identify, research and recommend contractors to the Governing Body
11. To ensure that the school adheres to the WBC Procurement guidelines and that major procurement is communicated to the leadership team and governors

**8) Communication and ICT**

1. To ensure that all office & premises staff contribute to professional and welcoming environment
2. Work with the Leadership team to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives.
3. Monitor staff management of hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;
4. The effective commission, procurement and management of external resources and services required for the ICT function.

**Safeguarding**The post holder will share the school’s commitment to safeguard, and promote the welfare of the children in our care. You will need to be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

This job description is not an exhaustive or final statement of the duties. The post holder will be expected to take on duties and responsibilities consummate with the grade of the post as directed by the Head teacher.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| NVQ 4 or recognised degree or equivalent related qualification or equivalent in relevant discipline. | ✓ |  |
| Certificate or Diploma of School Business Management. |  | ✓ |
| Accountancy qualification to a minimum of AAT technician stage. |  | ✓ |
| Excellent Numeracy and Literacy skills. | ✓ |  |
| **Experience, Professional Knowledge, Skills and Understanding** |  |  |
| Experience of working in a school or business environment at management level. | ✓ |  |
| Experience of using computerised systems for budget planning, monitoring, management and the financial regulations applicable to schools | ✓ |  |
| Experience of using information systems including computerised systems (SIMS / FMS) in an administrative environment. |  | ✓ |
| Have good ICT knowledge and skills relating to the responsibilities of the post and be able to demonstrate the effective use of ICT in a variety of forms including Excel, Word, Outlook | ✓ |  |
| Experience of providing high-level administrative support including experience of managing staff. | ✓ |  |
| Experience of developing and implementing a range of administrative and technical policies and  procedures. | ✓ |  |
| Experience of analysing data, developing systems, problem solving and project management. | ✓ |  |
| Experience of premises or site management including knowledge of the application of Health & Safety in a school/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments. |  | ✓ |
| Experience of constructing and writing bids for financial funding and an ability to successfully generate income. |  | ✓ |
| As an employee of the London Borough of Wandsworth, you will be required to pursue actively the Council’s policies on equal opportunities and race relations and to undergo any training associated with this. | ✓ |  |
| Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding. | ✓ |  |
| Ability to undertake a wide range of finance, personnel, premises and administrative tasks. | ✓ |  |
| Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning. | ✓ |  |
| Ability to collate statistical data and present in written reports. | ✓ |  |
| A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding. | ✓ |  |
| Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority. | ✓ |  |
| **Personal attributes** |  |  |
| To embrace and positively promote the school’s aims and ethos. | ✓ |  |
| Relish challenge and perform efficiently in all aspects of administration practice. | ✓ |  |
| Have good interpersonal skills, with the ability to enthuse and motivate the relevant team. | ✓ |  |
| Show an openness and willingness to address and discuss relevant issues, build upon feedback and demonstrate the drive for continuous improvement. | ✓ |  |
| Ability to work successfully as a team member establishing effective working relationships, show respect for their colleagues and adopt flexible working practices. | ✓ |  |
| Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times. | ✓ |  |
| Ability to communicate effectively with the admin team, wider staff, parents, governors and the wider community and developing positive relationships. | ✓ |  |
| **Other Job Requirements** | | |
| Enhanced DBS Check. | ✓ |  |
| A commitment to safeguarding. | ✓ |  |