

**Tunbury Primary School, Tunbury Avenue, Walderslade, Kent. ME5 9HY**

**SCHOOL BUSINESS MANAGER**

**Job Description**

**Job title: School Business Manager, Tunbury Primary School**

**Reporting to: Head Teacher, Tunbury Primary School**

**Job Purpose**

To provide the school with leadership and management of all non-academic aspects of Tunbury Primary School, under the direction of the Head Teacher and as a member of the Senior Leadership Team (SLT).

**General**

1. To manage all non-academic aspects of the school under the direction of the Head Teacher and as a member of the SLT ensuring that the school operates in an efficient cost-effective way providing value for money and meeting statutory requirements for community schools.
2. To advise the Head Teacher on all financial, premises related, employment, HR and health and safety matters, consulting with Local Authority officers as necessary; to develop and implement future policy for the school in these areas.
3. To ensure the school is fully compliant with all statutory and regulatory requirements.
4. To play an active part in fundraising for Tunbury Primary School.
5. To ensure that all aspects of the human resource management, multi-agency liaison, student business and school events are co – ordinated providing a seamless effective service.
6. Be the Health and Safety Manager for the school.

**Finance**

1. To ensure compliance with Local Authority financial regulations and to ensure that effective systems are in place at the school to provide sound financial management including:
2. Regular reporting of the financial position to the Head Teacher, SLT and Governors.
3. To monitor income and expenditure against budget, ensuring that there is a system of regular reporting to the Head Teacher, SLT and budget holders.
4. Co-ordinating the annual preparation of capital and revenue estimates and collating and evaluating bids from the School’s spending departments;
5. Being responsible for the management of the procedures and controls for the authorisation of expenditure;
6. Reconciling the balance sheet and other funds regularly;
7. Manage the administration of VAT returns.
8. Prepare end of year accounts ready for external audit and presentation to governors.
9. Monitor payments of salaries, ensuring returns are completed to deadline.
10. Check payroll reports and ensure all pay costs are appropriate and budget areas are correctly charged.
11. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
12. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
13. Use the agreed budget to actively monitor and control performances to achieve value for money.
14. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
15. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
16. To supervise the ongoing budgetary information provided to relevant people.
17. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
18. Maintain a strategic financial plan that will include the trends and requirements of the school development plan and will forecast future year budgets.
19. Identify additional finance required to fund the schools proposed activities.
20. Seek and make use of specialist financial expertise.
21. Manage school lettings
22. To write bids and maximise funding streams.
23. Present timely and fully costed proposals, recommendations or bids.
24. Monitor the effectiveness and implementation of leasing agreements.
25. Control insurance, including the insurance requirements for third party use of the school facilities.
26. Manage inventory checks and ensure that the school’s equipment is properly managed and insured.

**Premises**

1. Responsibility for the effective management of the School premises.
2. Co-ordinating and monitoring onsite, the progress of all capital works taking place in the School from planning stage through to controlling the activities of contractors, ensuring that schedules are adhered to and work is carried out in a safe manner.
3. In liaison with the Sitemanager, ensuring that there is an effective maintenance and premises management system and written plan in operation and encouraging a proactive approach to the maintenance needs of the various school buildings.
4. Overseeing the work of outside contractors who provide services to the School and ensuring that they operate to the standards specified in their contract; managing the tendering process for contracts, ensuring that the specification is based on the highest standards and cost effective service.
5. Overseeing the outside lettings programme and ensuring that third party use of the School’s premises meets School income generation targets and statutory and school requirements for licensing, insurance, Health and Safety and security.
6. Ensuring that the Head Teacher is informed on a regular basis of all maintenance and work schedules in the School.
7. Ensure the safe maintenance and security operation of all school premises.
8. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
9. Ensure the continuing availability of utilities, site services and equipment.
10. Follow sound practices in estate management and grounds maintenance.
11. Monitor, assess and review contractual obligations for outsourced school services.
12. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
13. Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively.

**HR**

1. Management of the Performance Management /Appraisal system for all support staff.
2. Responsibility for the line management, appraisal and development of key support staff including: Office Manager, Site Manager, Receptionist, Lunchtime Supervisors.
3. Completion of return to work interviews for all support staff.
4. School’s Access Information Network representative for Data Protection and Freedom of Information purposes.
5. Manage the whole school administrative function and lead all administrative staff.
6. Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals.
7. Manage systems and link processes that interact across the school to form complete systems.
8. Establish and use effective methods to review and improve administrative systems.
9. Define responsibilities, information and support for staff and other stakeholders.
10. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
11. Benchmark systems and information to assess trends and make appropriate recommendations.
12. Supervise the preparation of information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines.
13. Undertake reception and front of house duties if required.

**Communication**

1. To represent the school with the Head Teacher at Full Governing Body and committee meetings (where required) ensuring that items for inclusion on the agendas of these meetings have been discussed with the Head Teacher and Committee Clerk in advance, preparing the presenting reports to the above committees as appropriate and taking any follow up action as required.
2. Communicating regularly and effectively with the Head Teacher and SLT; producing internal reports as required.
3. Communicating effectively with parents on premises and financial matters, including debt collection.
4. In conjunction with the SLT, ensuring that there is appropriate communication with all academic and support staff of the School on finance, premises and HR matters.
5. Ensuring full compliance with fire safety policies and recommended best practise including regular drills, alarm tests with appropriate recording and reporting.
6. Ensure that all school policies are kept up to date and review dates are communicated to staff and governors.

**Health and safety**

1. Act as the School’s Health and Safety Manager and Fire Officer.
2. Ensure the School’s written health and safety policy statement is clearly communicated and available to all people.
3. Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
4. Enable regular consultation with people on health and safety issues.
5. Ensure systems are in place to enable the identification of hazards and risk assessments including fire safety.
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and where appropriate Health and Safety Executive.
7. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

**Other**

1. Supporting the Office Manager in ensuring that the School’s admissions policy is effectively applied.
2. Deal with all confidential correspondence
3. Minute meetings under the direction of the Head Teacher
4. Promote the safeguarding of children.
5. Maintain the highest standards of confidentiality at all times.
6. Demonstrate consistently high standards of personal and professional conduct.
7. Commit to improve your own practice through self-evaluation and awareness
8. Proactively support and have proper and professional regard for the aims and ethos of the school.
9. Comply with all school policies and procedures particularly relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
10. Carry out any other duties as may be reasonably requested by the Senior Leadership Team or Governing Body.

**Notes**

* Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions. The school reserves this right. This job description will be supplemented on a regular basis by individual objectives as per the annual performance review derived from the School Improvement Plan.
* Where an applicant or existing employee is, or becomes disabled (as defined by the DDA) and informs the school fully of their requirements, reasonable adjustments will be made to the job description, wherever possible after seeking appropriate professional advice.