



Job Description

Job Title:	Assistant School Business Manager	Department/Group:	Support staff
Level/Salary Range:	Grade 8	Reporting to:	School Business Manager
		Responsible for:	Finance staff, Administration Manager
Contract term:	All year round	Hours per week:	37
Safer Recruitment Statement			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><i>"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:</i></p> <ul style="list-style-type: none"> <i>Offering a high quality, inclusive and distinctive education</i> <i>A caring and nurturing environment based on our Christian values</i> <i>Recognising the unique nature of each child.</i> 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> uphold and promote the Trust's vision uphold and promote the Christian ethos of all schools in the Trust support and contribute to the achievement of all students academically and pastorally support and contribute to the Trust's responsibility for safeguarding all students undertake professional training to enhance personal development and job performance; Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect share best practice, expertise and skills with others 			
Main Objectives of Role:			
<p>Responsible for the day to day management of the school's finance function and with line management of the Administration Manager, to work with the School's Business Manager (SBM) to support the management of finance, administration , catering and estate management.</p> <p>In carrying out the responsibilities set out below the Assistant Business Manager will ensure that there is strict adherence to financial propriety and support the School Business Manager to deliver the Governors' vision of a financially secure school which meets the needs of the school partners and stakeholders.</p>			
Job Description:			
<p>General Responsibilities</p> <p>To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.</p> <p>Professional judgement and decision-making, including but not limited to:</p> <ul style="list-style-type: none"> Representing the Academy, being a senior colleague and part of the 'public face' of the school team Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate Continuously reviewing, improving or designing key processes, procedures and systems within your role Applying a strong sense of vision and commitment to customer service provision and quality assurance Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and also when there is a shortfall in staff cover. Contributing to and sharing in the corporate life of the Academy Dealing effectively and calmly with emergencies, should they arise 			

Finance responsibilities

- To support the management of school expenditure, revenue and capital budgets in accordance with the Academies' Financial Handbook and the terms of the MAT's Scheme of Financial Delegation.
- To monitor school accounts and provide regular financial reports as requested by the SBM to advise decisions taken by governors and the Head Teacher.
- To assist in the preparation of draft budgets in consultation with the Business Manager
- To be confident in the use of financial management information, especially benchmarking tools, to compare value and efficiency with similar organisations and advise accordingly.
- To suggest and research opportunities to create budget efficiency savings.
- To oversee the work of the finance officers and be responsible for the effective day to day management of financial administration procedures including:
 - The ordering, processing and payment of all goods and services provided to the school.
 - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 - Maintain an assets register.
 - Overseeing the sales invoice ledger
 - Ensuring income and invoices are dealt with on a timely basis
 - Setting up records for BACs and direct debit payments
 - Maintaining the petty cash systems for all funds.
 - Maintaining bank details for signatories and charge card
 - Process VAT claims on a regular basis
- Be a main point of contact for staff and SLT for finance matters on a day to day basis
- Provide regular reports for budget holders and deal with direct enquiries on all aspects of income and spend
- To administer the free school meals / pupil premium system so that all identified students are monitored and receive their due entitlement.
- Provide advice and relevant financial guidance to staff organising school trips, coaches, minibuses and educational visits
- Ensure that finance procedures are followed throughout school and that budget holders have sufficient information and guidance to manage their budgets effectively
- To be responsible for the supervision of receipt, balancing and banking of all school meal monies and the administration of the school's cashless catering and on line payment systems
- Manage income and grant funding to ensure the school receives all monies on a timely basis and that accurate records are maintained
- To reconcile on a monthly basis all the school's records with those of the school's payroll provider including salaries and supply cover.
- To support the SBM to prepare all financial returns for the ESFA, Local Authority and other central and local government agencies within statutory deadlines.
- To maximise income generation including writing of miscellaneous bids and securing funds for the school.
- To liaise and provide all information required by the school's auditors and together with the finance team implement any recommendations.
- To support any school claims for insurance and offer advice to staff on the school's insurance policies where necessary.

Catering Management

Under the direction of and in the absence of the School Business Manager liaise with the Catering Manager and Catering staff to ensure the following standards are supported:-

- Preparation of management information to prepare monitoring reports relative to the catering in-house trading activities
- Reconcile catering income for both paid and free meals
- Liaise with contractors relevant to the school's cash collection and on line payments systems
- Assist in the preparation of a capital equipment replacement programme
- Maintain school information to support the smooth delivery of the catering function in school and to respond to enquiries from external agencies when required

Premises and Health and Safety Management responsibilities:-

Under the direction of the School Business Manager liaise with the Facilities Manager regarding:-

- Letting of school premises with particular regard to value, income generation, health and safety requirements, effective use of the school buildings and its grounds and impact on the organisation of the school
- Evaluation and preparation of long term development/refurbishment plans to the school premises.
- Support preparation of bids for additional capital funding
- Investigate grant funding opportunities and prepare bids for additional building projects



Other responsibilities

- Support and promote sound business planning practises for all aspects of the school's business, which ensures adequate and appropriate mechanisms in place for the management of risk and disaster recover;
- Establish good working relationships with outside agencies as necessary;
- Provide information on request to support the Headteacher and Governors with long term strategic plans for school development in relation to finance , health and safety and estate management;
- To ensure that in all its aspects, the school's work is of high quality and promotes continuous improvement.

Administration

- Line management of the administration manager.

Communications

- Play a key role in the communication of budget expenditure, finance procedures and protocols to the staff body
- Be responsible for ensuring staff have the relevant training on finance systems to be confident and proficient in its use.
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the SBM as required.
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update relevant areas on the staff intranet

General responsibilities

- Organise and carry out where appropriate training for staff members on INSET days and at other times
- Meet regularly with the SBM
- Any other duties as reasonably required by the Senior leadership team.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

October 2018

Signed: _____

Date: _____

Name: _____