**ASSISTANT SCHOOL BUSINESS MANAGER**

**JOB DESCRIPTION**

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| **School** | ST JAMES’S CE HIGH SCHOOL |
| **Job Title** | ASSISTANT school business manager |
| **Grade** | 8, Points 33 to 37 |
| **Primary Purpose of the Job** | Responsible for the day to day management of the Finance Office and, working with the School’s Business Manager (SBM), to support the management of Finance, Estate Management, ICT and Catering. |
| **Responsible to** | School Business Manager |
| **Responsible for** | Finance Officers  Under the direction of the School Business Manager the Assistant Business Manager will act as line manager to the Site Manager, Catering Manager and Network Manager for short planned periods of time mainly when the SBM is undertaking CFO work for the MAT. |

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.

**Finance responsibilities are:-**

* 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.

**Premises and Health and Safety Management responsibilities:-**

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

* Maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
* Monitoring of the performance of the cleaning and grounds maintenance contracts for the school to ensure efficiency, effectiveness and value for money
* 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
* Health & Safety Management, Risk Assessment and Hazard Identification requirements for school
* Health & safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
* The use of risk assessment tools to establish hazards within the school and the associated risks involved.
* 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

**ICT Management**

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

* To support preparation of management reports and business plans related to ICT development
* Ensure best value in procurement of ICT hardware, software and licences
* Support ICT Development Plans and ensure that there is a direct link with the School Development Plan to support pupil progress and excellent communication processes

**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

**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.

**Safeguarding of children and young people**

The post holder is responsible for promoting and safeguarding the welfare of all children and young people he /she comes into contact with

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. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

**Assistant School Business Manager - Person Specification**

**All criteria essential unless highlighted as desirable**

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| **Qualifications** | | **Method of Assessment** |
|  | Relevant Finance or Business Qualification at Level 3 or equivalent experience  Level 4 Diploma in School Business Management/CSBM (desirable) | Certificate |
|  | **Skills and Knowledge** | Application Form/Interview |
|  | Be able to produce month and year end financial returns as per schedules. | Application Form/Interview |
|  | Be fully aware of Audit procedures and the necessity for financial compliance to the organisation’s financial regulations | Application Form/Interview |
|  | Be able to produce accurate management reports and statistical analysis suitable for a range of stakeholders including non-financial managers | Application Form/Interview |
|  | To understand how to operate under agreed financial systems and procedures especially relating to procurement, order processing, sales invoices, inventory, external grant funding, bank accounts, cashless catering, budgeting and cash flow monitoring, lettings and income generation and EFSA statistical returns. | Application Form/Interview |
|  | Excellent organisational and planning skills, demonstrating flexibility in order to achieve targets | Application Form/Interview |
|  | Be able to streamline processes and identify and implement continuous improvement | Application Form/Interview |
|  | Effective use of ICT and resources to support the Financial and Administrative functions in the school. | Application Form/Interview |
|  | Strong IT skills, particularly accounting systems and high level excel skills, including data manipulation and interrogation | Application Form /  ICT test |
|  | Excellent communication and interpersonal skills to engage colleagues at all levels, including those without financial expertise | Application Form/Interview |
|  | Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Application Form/Interview |
|  | Able to manage staff and having the ability to persuade, motivate, negotiate and influence | Application Form/Interview |
|  | Awareness and understanding of the NASBM standards and how these apply to the role of an Assistant Business Manager | Application Form/Interview |
|  | **Experience** |  |
|  | Managing budgets, financial reporting, procurement and fixed assets | Application Form/Interview |
|  | Excellent financial background preferably, but not necessarily, in school systems such as FMS, Tucasi Cash Office, PS Financials and other accounting packages | Application Form/Interview/ICT test |
|  | Experience of cash handling and banking including petty cash | Application Form/Interview |
|  | Experience of managing projects in a relevant area eg  Finance , ICT, Health and Safety, Procurement | Application Form/Interview |
|  | Managing strategic finance plans (desirable) | Application Form/Interview |
|  | Supervising or managing a small team in a finance office (desirable) | Application Form/Interview |
|  | Previous experience in school (desirable) | Application Form/Interview |
|  | **Personal Qualities** |  |
|  | To be able to work constructively as a part of a team, understanding school roles and responsibilities and your own position within these | Application Form/Interview/  References |
|  | Solution Seeker including ability to think outside the box | Application Form/Interview/  References |
|  | Able to maintain high standards of diplomacy and confidentiality | Application Form/Interview/  References |
|  | Commitment to future CPD through completion of NASBM qualification Level 4 if not yet achieved and Level 5 potentially | Application Form /Interview |
|  | Longer term personal ambition to become a School Business Manager (Desirable) | Application Form /Interview |
|  | **Safeguarding of Children and Young People**  **Relationships** |  |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | Application Form/Interview/  References |