

# **BOUSFIELD PRIMARY SCHOOL SCHOOL BUSINESS MANAGER**

## **JOB DESCRIPTION**

The appointment is subject to the current conditions of employment contained in the National Joint Council for Local Government Services Document, the 1998 School Standards and Framework Act and other current legislation.

### **MAIN PURPOSE OF THE ROLE**

- Responsible to the Headteacher and Governing Body for the conduct of the financial affairs of the school
- Responsible for pay and personnel matters relating to staff
- Responsible for all school business and administration functions
- Responsible for the organisation and co-ordination of effective and accurate IT for administration and financial purposes
- Contribute to the overall ethos, work and aims of the school

### **DUTIES AND RESPONSIBILITIES**

#### **Business and Administration**

- Responsible for establishing and maintaining effective systems of communication in the school
- Responsible for the overall strategic management of all aspects of finance within the school ensuring efficient and effective day to day operations.
- Devise systems to ensure staff receive messages, mail and information
- In conjunction with the School Services Manager, responsible for the periodic review of all communication systems, admin IT, telephone, and photocopier, ensuring they adequately meet the needs of the school
- Liaise with the Clerk to the Governing Body providing documentation

#### **Finance**

##### **General Finance:-**

- Interpret matters of policy/procedure/statute and ensure school's compliance, initiating appropriate action and developing policies where necessary. Ensure audit and statutory requirements are met and adhered to
- Responsible for the accurate monitoring and control of all finance within the school
- Provide accurate financial management information for Headteacher, budget holders, Local Authority and Governing Body as required
- Provide analysis of costs and other statistical records as required
- Ensure all monthly deadlines and information requests including the financial year closure procedures are implemented in accordance with requirements of Local Authority finance
- Advise on general financial policy

##### **School Budget:-**

- Plan and prepare an annual school budget in consultation with the Headteacher to present to the Governing Body for approval and submit to the LA by the end of May deadline.
- Monitor the budget on a monthly basis alerting the Headteacher to any concerns
- Prepare and present financial reports/data to the leadership team and Governing Body at regular intervals
- Prepare annual budget/projections for all areas of expenditure within the School Improvement Plan
- Provide year end reports in line with the LA requirements, for the Headteacher and Governing Body with confirmation of carry forward figures.
- Manage the school orders, commitments, invoices, petty cash, bank reconciliation, grants, claims, lettings, banking journals, virements, payroll reconciliations and transactions, contracts and service level agreements.
- Undertake application, monitoring and management of grant funding for capital projects
- Responsible for the management of all school income – to include LA funding, BACS remittances, School Meals, Breakfast Clubs, etc., ensuring the accurate recording and reconciliation on SIMS FMS.

#### Lettings:-

- In conjunction with the School Services Manager, manage and monitor school lettings
- Administration and management of letting form applications, payments, insurance and banking

#### Site Management:-

- In conjunction with the School Services Manager, develop and manage service contracts and service level agreements, for example: payroll, catering and cleaning

#### Voluntary Funds and School Trips Account:-

- Manage, maintain and operate voluntary fund accounts to include receipts, expenditure, banking, and monthly reconciliation
- Ensure accounts are independently audited annually and the audit report presented to the Finance Committee

#### IT

- Responsible for the implementation and continued management of Schoolmoney to enable online payments by parents
- Responsible for the organization and co-ordination of effective and accurate IT for administration and financial purposes
- Maintain databases and spreadsheets to support the schools information requirements using FMS and SIMS
- Research, prepare and complete wide range of statistical information and returns as required by DFE, Local Authority, Headteacher and Governing Body.

#### HR & Payroll

- Responsible for HR and pay matters relating to staff
- Administer the recruitment process for teaching and support staff, obtaining and checking all relevant documents

- Set up and maintain individual support staff record folders to include contracts, hours of work, job responsibilities
- Notify HR Department of any changes to staff contracts, hours, allowances etc.
- Submit pay claims to HR Department for extra days/hours worked
- Distribute pay notifications
- Check monthly payroll, identify and quantify discrepancies and liaise with HR and Payroll Departments to resolve discrepancies
- Keep record of staff sickness and report to HR Department
- Oversee DBS checks are up to date and the Single Central Record is complete and accurate

#### **Other**

- Interpret matters of policy/procedure/statute and ensure school's compliance, initiating appropriate action and developing policies where necessary
- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in continuous professional development.
- Attend staff INSET where appropriate.
- Participate in performance management.
- Ensure equal opportunities for all
- Support the role of other professionals
- Apply integrity and honesty at all times.
- Undertake such other duties as the Headteacher may direct

This job description may be amended at any time following consultation.