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## The Cedars Primary School

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### Job Description

### School Business Manager

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**Grade: Scale PO3**

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**Hours of Work: 36 hrs per week x 41 weeks per year (term time plus 2 weeks during holiday periods)**

**Responsible to: Headteacher**

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#### Main purpose of the job

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- To provide strategic leadership and direction on the operational management of curricular & non-curriculum functions within the school.
- To lead and in collaboration with the Head Teacher be responsible for the financial management and administration of the school, ensuring efficient and effective financial operations
- To act as a professional adviser to the Headteacher and Governing Board on school finance.
- To act as a professional adviser to the Headteacher and Governing Board on school HR.
- To be responsible for all aspects of HR devolved to the school; accurate keeping of staff records, DBS applications and maintenance, recruitment and accurate staff returns.
- To act as a professional adviser to the Headteacher and Governing Board on site management.
- To lead and manage whole school projects (collaborating with other relevant staff).
- To contribute to the safeguarding and protection of all pupils.

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#### Supervisory responsibility

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To be responsible for the line management and performance management of administration, medical, and site/premises staff. To lead on recruitment and work familiarisation for new members of these teams.

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To assist in work familiarisation of new members of staff or volunteers.

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#### Main responsibilities and tasks

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##### Financial Management

- To lead on financial management in conjunction with Head Teacher,
- To work with the Headteacher to evaluate service level agreements, keeping them under review by comparison with alternative providers, and negotiating, managing and monitoring contracts, tenders and agreements to ensure best value and identify any cost savings.
- To investigate the availability of funds/grants to be bid for on behalf of the school and advise the Headteacher on the completion and submission of these bids.
- To manage earmarked funding streams and ensure that such funds are properly accounted for.
- To promote and extend the use of the school site as a method of income generation.
- To supervise and accurately record existing methods of the site use in generating income.

- To manage the school's lettings and charging policies and ensure they are effectively managed.
- To ensure the school has obtained the necessary licences and permissions.
- To manage, organise and process weekly bacs payments ensuring all outstanding invoices to the school are cleared.
- To manage school credit card expense.
- To oversee the school's insurance policies in all forms, including arrangements for their review in conjunction with the Headteacher.
- Submit the annual budget and ICFP return to the LA in line with their requirements.
- To be responsible for preparing monthly budget monitoring report and update the Headteacher & Governors of any significant changes.
- To be responsible for the production of end of month reports to submit to the Local Authority for reimbursement.
- To be responsible for the production of all financial reports as required.
- To prepare for and present for financial audits, responding to any recommendations.
- To prepare and complete correct end of year returns to LA.
- To manage correct reconciliation of bank account.
- Ensure effective operation of inventory processes and systems, including the school's asset register.
- To ensure that controls are in place for the accuracy of the school's financial management systems.
- To ensure financial best practice as required by the LA & compliance with financial regulations.
- To maximise the school's interests within financial, legal and regulatory constraints.
- To scrutinise and analyse all staff salaries and other expenses paid out of the school account via the Local Authority. To keep staffing calculators up to date and investigate and address anomalies.

## **Human Resources**

- To provide advice and guidance to the Headteacher on the assessment of salaries, expenses, sickness and maternity procedures.
- To lead on any HR activities as directed by the Headteacher.
- Inform LA of changes to individual staffs' pay or terms and conditions.
- To monitor staff absence and support the Headteacher with the management of absence process.
- Manage and update the school's Single Central Record, in conjunction with the School Information Officer, ensuring it is kept up to date and compliant.
- To manage and lead a rigorous recruitment process, in line with the school's safer recruitment policy.

- To be responsible for the recruitment of all staff across the school, in conjunction with other relevant staff
- To lead on ensuring accurate and appropriate adverts for vacancies are published and participate in the recruitment and selection process for staff.
- To participate in the shortlisting, recruitment, selection, appointment and development (including probation periods) of staff as directed by the Headteacher.
- To lead in the accurate and timely completion of the school censuses
- To monitor the accurate completion of DBS application forms and ensure that appropriate supporting evidence is obtained.
- To be responsible for all aspects of payroll administration within the relevant deadlines including the preparation of timesheets, submitting variances or changes, new employee details, leavers and dealing with pension and tax enquiries.

### **EHCP Consultations and Admissions**

- To receive and log all EHCP consultations from the Local Authority.
- To read and review consultation paperwork and make an initial assessment regarding the school's ability to meet the pupil's identified needs and the suitability of the placement.
- To refer appropriate consultations to the Headteacher and SENCO for further consideration and decision-making.
- To coordinate and submit the school's formal response to the Local Authority SEND Team within statutory timescales.
- To ensure all consultation documentation is stored securely and in line with data protection and confidentiality requirements.
- To liaise with the Family Liaison Officer to initiate and coordinate the admission process for pupils where placement is agreed.

### **Facilities and Premises Management**

- To work with the Headteacher and Governing Body to establish a rolling programme of maintenance work within budgetary restraints.
- To review and ensure all invoices submitted for school payment are correct.
- To oversee in conjunction with the Headteacher the maintenance, refurbishment and development of the school premises and grounds.
- In collaboration with the Headteacher lead on the priorities of work around the site in accordance with the school's asset management and development plans.
- To monitor the quality of work of contractors.
- To co-ordinate the records of fire practices and alarm testing with premises staff, ensuring emergency procedures are current and timely and know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.

- Oversee the negotiation, evaluation and management of contracts for works and services to the site and have overall responsibility for the co-ordination and management of work and communicating with architects, contractors and the Local Authority with regard to the maintenance, refurbishment and development of the school site.
- To have knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to external organisation, act as the Health and Safety and Fire Coordinator, as identified by the school's Health and Safety policy.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
- In conjunction with the Headteacher ensure the school's Health and Safety Policy is clearly communicated to all staff and is available to all.
- Contribute to governor reports / visits related to matters of health and safety.
- To be a key holder for the school site.

### **Curricular Administration**

- In conjunction with other staff, to manage and lead the sourcing of enrichment opportunities that children will benefit from. To liaise with parents, providers on content and to regular monitor activities to ensure they are well run and led.
- To review and ensure invoices from external services are correct.
- To review and ensure all invoices submitted for school payment are correct.

### **General and Administration**

- To provide administrative support to the Headteacher and Governing Body as needed.
- To attend meetings as required e.g. Full Governing Body, Resources & Health & Safety / Premises.
- To lead and manage marketing of the school, such as school prospectus and virtual tours.
- To liaise with the attendance officer to be responsible for the arrangements for Internal school photos, and liaise with ICT staff and SLT regarding the update of the school website
- To use the school's management information system to provide reports as required and as an information source.
- To use ICT effectively in order to manage own workload and the work of those for whom you have supervisory responsibility and to work with the school IT lead & external provider on all ICT aspects within school
- To be aware of 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.
- To be the main liaison with BHSA for school events, including compiling risk assessments & obtaining any necessary licences.
- In collaboration with the ICT manager, to lead and manage the school's responsibilities in line with GDPR & data protection, ensuring the school remains compliant at all times.
- To manage, resolve and report any data breaches within the school.

- To lead on ensuring school policies (relating to finance and HR) are reviewed on time and adhered to as appropriate.
- To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To undertake any other broadly analogous duties as directed by the Headteacher.

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## **Responsibility for Resources**

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Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

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## **School Standards**

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### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Hounslow Town Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

**Additional Information**

The successful candidate will demonstrate a strong commitment to the school’s SEMH context and the importance of relational practice in supporting pupils, families and staff.

**Additional Information**

The Cedars recognises that the successful candidate may bring strengths in different areas of school business leadership. While previous experience in HR and finance is desirable, the school is committed to supporting the right candidate through professional development, external partnerships and training opportunities.

The successful candidate will demonstrate a strong commitment to the school’s SEMH context and the importance of relational practice in supporting pupils, families and staff.

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**Signatures – line manager and job holder**

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Signed.....

Dated:.....

*Headteacher*

Signed.....

Dated:.....

*Postholder*

The duties of this post will change and develop over time. It is the jobholder’s responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

<b>Person Specification</b>		
<b>The Cedars - School Business Manager</b>		
<b>Qualifications &amp; Professional Development</b>	Essential	Desirable
Educated to at least GCSE level (or equivalent), including English and Maths.	✓	
Commitment to ongoing professional development	✓	
Relevant qualification in school business management (DSBM)	✓	
Relevant qualification in finance (accountancy), HR, administration or leadership		✓
Willingness to undertake further training in HR, finance and school business management	✓	
<b>Experience</b>		
Experience working in an office setting	✓	
Experience working within a school environment		✓
Experience supporting operational systems and administration	✓	
Experience of working collaboratively within a multi-disciplinary team	✓	
Experience of supporting finance, budgeting or resource management	✓	
Experience of HR administration, recruitment or personnel processes	✓	
Experience of leading or managing staff	✓	
Experience liaising with external agencies, contractors or service providers	✓	
<b>Knowledge &amp; Understanding</b>		
Understanding of safeguarding and safer recruitment responsibilities	✓	
Understanding of the operational demands of a school environment	✓	
Understanding of the importance of confidentiality and GDPR compliance	✓	
Understanding of school finance systems and budgeting processes		✓
Understanding of HR processes within schools		✓
Knowledge of Health & Safety requirements within schools	✓	
<b>Skills &amp; Abilities</b>		
Strong organisational and administrative skills	✓	
Ability to prioritise workload and manage competing demands	✓	
Strong communication and interpersonal skills	✓	
Ability to build positive and professional relationships with staff, pupils and families	✓	
Ability to work calmly and flexibly in a dynamic environment	✓	
Ability to analyse information and solve problems effectively	✓	
Competent ICT skills and ability to use school management systems	✓	
Ability to lead and motivate support staff teams	✓	
Confidence in interpreting financial or staffing information <u>with support</u> where required	✓	
<b>Personal Qualities</b>		
A naturally person-centred and relational approach	✓	
Commitment to inclusion and positive outcomes for children and young people	✓	
Empathy, resilience and emotional intelligence	✓	
Professional integrity and discretion	✓	
Willingness to learn and develop new areas of expertise	✓	
Ability to work collaboratively and seek support appropriately	✓	
Commitment to the ethos and values of The Cedars	✓	