

THE HEATHLAND SCHOOL
SCHOOL BUSINESS MANAGER/DIRECTOR OF OPERATIONS
SCALE POINT: P011/12 (POINT 50 – 55; £61,617 - £67,290)
FULL TIME (36 hours pw)

JOB PURPOSE

- To be a member of the Heathland Leadership Team and play a key role in the strategic planning of the school
- To strategically lead and effectively manage the finances of the school. This should reflect the School Development Plan and ensure the Headteacher and Governors receive sound financial advice and guidance.
- To ensure the Site Team provide an outstanding environment for pupils and staff.
- To ensure the highest standards of probity from all staff responsible for expenditure and revenue
- To have oversight of Health and Safety procedures

KEY ACCOUNTABILITIES

Responsible to the Headteacher

Line Management

To line manage the Assistant School Business Manager and oversee the Finance Assistants.

To line manage the Site Supervisor

Finance

1. To lead on financial management in conjunction with the Headteacher
2. To ensuring the school operates an effective system of financial management and control, including reconciliation of accounts according to LA financial regulations.
3. To ensure the school's finances are audited and financial standards, including the SFVS, are followed.
4. To monitor the establishment report to ensure the accuracy of the school payroll in collaboration with the Assistant School Business Manager
5. To prepare an annual budget that deliver outcomes based on the school's aims and School Development Plan.
6. To maintain a rolling 3-year annual budget plan
7. To prepare monthly budget monitoring reports
8. To advise and support staff responsible for delegated budgets with procedures which enable them to monitor those budgets
9. To manage the tendering for service contracts, monitoring of all insurance policies to ensure cost effectiveness
10. To manage contracts according to Best Value principles
11. To ensure effective operation of inventory processes and systems, including the schools asset register.

12. To be responsible for and 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.
13. To oversee the schools insurance policies in all forms, including arrangements for their review in conjunction with the Headteacher
14. To ensure the school has obtained the necessary licences and permissions

Facilities and Property Management

15. To identify opportunities to maximise income generation for the school including lettings, sponsorship and grants
16. To manage of the catering contract including liaison with Chairman of SCR and School Council (SNACK) Committee. Liaison with the catering contractor to provide refreshments/staff meals for school events, INSET days, Governors' meetings etc.
17. To manage the cleaning contract
18. To manage the site team, monitoring the maintenance, security and upkeep of the School site and buildings
19. To 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.

Health and Safety

20. 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, and to act as the Health and Safety and Fire Coordinator, as identified by the school's Health and Safety policy.
21. To ensure Health and Safety procedures are reviewed at least annually
22. To implement Health and Safety legislation and good practice effectively and proactively
23. To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.
24. Ensure the school identifies, assesses, and manages risk, producing risk assessments where necessary
25. To chair and organise the Health and Safety Committee

Other areas of responsibility

26. Reporting to, on behalf of the Headteacher, to the Governors Finance and Premises Committees including drafting agendas and minutes of meetings
27. Plan and implement a schedule for statutory teacher duties and lunchtime supervision
28. To follow all safeguarding procedures and complete training as required
29. To use the school's management information system to provide reports as required and as an information source
30. 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.
31. To contribute to the review of school policies as appropriate.
32. To assist with the supervision of pupils out of lesson time, as necessary for their safety.
33. To attend relevant meetings and participate in training opportunities and performance development as required.
34. To undertake any other broadly analogous duties.

Signatures – line manager and job holder

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.