



## **SCHOOL BUSINESS MANAGER - JOB DESCRIPTION**

**JOB TITLE** School Business Manager

### **PURPOSE OF THE JOB**

To organise, maintain and monitor the school's financial and personnel systems.

To manage office functions to ensure an effective service to the school.

To manage premises matters, including Health & Safety.

To line manage administrative and ancillary staff, including commissioning and delegation of relevant activities.

To be an active member of the school's leadership team.

**RESPONSIBLE TO:** The Headteacher

### **DUTIES AND RESPONSIBILITIES:**

#### **Leadership & Management**

- As a member of the Leadership Team offer financial and personnel support and advice as required.
- To maintain and develop financial statements, forecasts and best value procedures.
- To attend Governors' Resources Committee Meetings, to prepare and provide information including annual budget statement, CFR Return and Financial monitoring reports.
- Line manage administrative and ancillary staff including assisting in the creation and implementation of recruitment / induction / appraisal / training / mentoring systems for these staff. These include 2 office staff, the Breakfast and After-School Club Manager, Caretaking Team and Midday Supervisors.

#### **Finance**

- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations, using SIMS.net FMS module.
- To prepare weekly BACs payment runs for approval by the Headteacher.
- To complete month end closure and reconciliation processes on SIMS. FMS, ensuring timely provision of monthly financial monitoring reports to the Resources Committee.
- To complete the year end closure of accounts, and complete reporting to Surrey as required.
- To prepare the twice annual school 3 year budget for approval by Governors and Surrey County Council.
- To keep the school's Governing Body and SLT aware of the forecast financial viability of the school, and set in place procedures for restructure should this be required.
- To actively consider opportunities for cost savings and income generation, via regular review of school contracts.
- To monitor the weekly/monthly expenditure and advise the Headteacher/Resources Committee of possible under/over spending whilst providing options for varying expenditure.
- To identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- To prepare and maintain such reports, records and accounts as are required in conjunction with the school's computerised accounting systems.
- To ensure the proper collection, reconciliation and banking of any monies received by the school, including lettings.
- To manage the Busbridge Breakfast and After School Care Club income and expenditure as a separate fund on FMS, and liaise with the Club Manager.
- To regularly reconcile trip payments and income, in liaison with the School Office Assistant, to ensure trip costs are fully covered by parents.
- To ensure accurate payroll reporting on Unit4, including absence and overtime requests, and reconcile payroll charges from Surrey.

- To ensure an appropriate financial controls environment in the office.
- To liaise with internal auditors and lead on school internal audits as required (usually 5 yearly).
- To ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- To organise the maintenance of an assets register and inventory.
- To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.

### **Personnel**

- To liaise with the Headteacher on personnel issues.
- To be responsible for all school personnel administration, including preparation of job adverts and posting onto eTeach, collection of references for candidates and invitations to interview.
- To maintain and update the personnel database on Arbor.
- To be responsible for the effective operation of payroll systems, including completion and submission of monthly/weekly timesheets for staff and supply teachers.
- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment, and oversee DBS and Safer Recruitment procedures.
- To liaise with external organisations to ensure that appropriate clearance for new staff is received – including medical checks, child protection.
- To be responsible for the maintenance of confidential staff records in compliance with GDPR.

### **Premises and Health & Safety**

- To oversee risk management and loss prevention strategies in the school to reduce insurance costs.
- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- To line manage, appraise and liaise with the Caretaking staff.
- To keep records of and to initiate regular fire practices and alarm tests.
- To ensure all statutory premises checks are carried out and hold documentation of compliance.
- To take responsibility for updating and ensuring emergency procedures are current and timely.
- To prepare work specifications for tender and assisting with the selection of contractors, in collaboration with the school's retained surveyors. This will include preparing our funding bids for larger capital projects managed by Guildford Diocese School Building Department.
- To act as Fire Warden for the school.
- To liaise with all parties on behalf of the school during building projects.
- To organise the upkeep of playing fields, gardens, all weather surfaces and land drainage.
- To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- To co-ordinate purchase, repair and maintain all furniture and fittings.
- To develop work specifications and manage service contracts.
- To be responsible for the management of Health & Safety within the school.
- Working with the School Governors and DHP, drive the school's Premises Strategic Plan.
- To manage the lettings of the school's MUGA (multi use games area), including all advertising and bookings.
- To manage the relationship with Koosa holiday club and all other external lettings.
- To book all staff on first aid and fire training as applicable, and ensure they have completed this training.
- To book all maintenance visits for plumbing, PHS, pest control, etc.

### **Administration**

- To line manage the office staff, including appraisal and monitoring of their work (2 office staff).
- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

- To ensure appropriate service level agreements are in place to support school improvement and school functions, e.g. governance, personnel, finance, payroll and IT.
- To oversee the school's Single Central Record, working in conjunction with the School Secretary.
- To order all holiday free school meal vouchers and activity vouchers, liaising with Pupil Premium parents necessary.
- To liaise with the ICT providers, JSPC, to ensure the school IT infrastructure is appropriate and sufficient.
- To book school staff, including the Headteacher and Deputy Head on their relevant training courses.

#### **General**

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including the General Data Protection Regulation, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- To participate in training and other learning activities and performance development as required.
- To uphold our school vision: *To be a school that reflects the love of Christ: cherishing each other as unique individuals and challenging all to achieve and succeed.*

Signed on behalf of the Governing Body .....Date .....

Signature of Post holder ..... Date .....

## PERSON SPECIFICATION

### POST TITLE: Bursar Level 4+

Essential Criteria	How identified	Desirable Criteria	How identified
<b>SKILLS</b> Excellent numeracy / literacy / ICT skills. Ability to interpret advice / statute. To devise policy / practice in the light of the above. Ability to relate well to children and adults. Ability to persuade, motivate, negotiate and influence.	Application Form & Selection Process	Experience of using school-focussed software e.g. SIMS.net FMS.	Application Form & Selection process
<b>LEADERSHIP</b> Support the Headteacher in the management of change and improvement in pursuit of strategic objectives. Prioritise, plan and organise; direct and co-ordinate the work of others. Build, support and work with effective teams. Work as part of a team. Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out. Set standards and provide a role model for pupils and staff. Seek advice and support when necessary. Deal sensitively with people and resolve conflicts. Commitment to equal opportunities.	Application Form & Selection Process	Have provided professional direction to the work of others.  Made informed use of inspection and research findings.  Experience of team leadership	Application Form & Selection Process
<b>KNOWLEDGE &amp; UNDERSTANDING</b> Full working knowledge of relevant policies / codes of practice / legislation, e.g. personnel. Several years' experience working in an office environment at a senior level. Accountancy or book-keeping experience.	Application Form & Selection Process	Experience of working in an education / school office environment. Experience of managing premises and Health & Safety	
<b>QUALIFICATIONS / TRAINING</b> Qualification or equivalent experience in relevant discipline.	Application Form & Selection Process	NVQ 4 or Degree or equivalent qualification	Application Form Qualification Certificates
<b>DISPOSITION AND ATTITUDE</b> Open-minded and receptive to new ideas, approaches and challenges. Calm, professional manner.	Reference, Application Form & Selection Process		