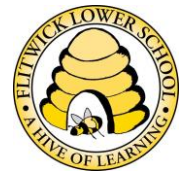


Flitwick Lower School

A Hive of Learning



Job Description

Job Title: School Business Manager

Work Location: School Based (Some remote working possible)

Reports to: Headteacher

Salary Scale: Level CBSCH09, points 24–27 (£28,672 – £31,346 pro-rata)

Contract Type: 28 hours over 4 days per week (with the possibility of part of this being remote working), term time plus 2 weeks, plus 5 training days.

Contract Term: Permanent

Job Purpose:

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of the site and administrative staff in partnership with the Headteacher.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school. They strategically ensure the most effective use of resources in support of the school's learning and business objectives.
4. The School Business Manager is responsible in the school for:
 - ❖ Financial Resource Management / Administration, including internal and external controls
 - ❖ Management Information
 - ❖ Human Resource Management
 - ❖ Facility and Property Management
 - ❖ Health and Safety Management.

General Duties

Leadership and Strategy

1. Attend Full Governor and Finance and Premises Committee Meetings, as and when necessary
2. Influence strategic decision making within the school's Senior Leadership Team
3. In the absence of the Headteacher, work with the SLT and Governors to take delegated responsibility for financial and other decisions
4. Plan and manage change in accordance with the School Development Plan

Financial Resource Management

1. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Headteacher and Governors for discussion and approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget, including submission to the Local authority in liaison with the Headteacher

4. Maintain a strategic financial plan that will indicate the trends and support the requirements of the School Development Plan and will forecast future years' budgets
5. Ensure all Local Authority Financial deadlines and all financial Information requests are achieved
6. Use the agreed budget to actively monitor and control expenditure to achieve value for money
7. Identify and inform the Headteacher and Governors of variances to the budget and recommend prompt corrective action
8. Provide on-going budgetary information to relevant parties, including Budget Monitoring statements to the Governing Body and other budget stake holders
9. Seek and make use of specialist financial expertise within the Local Authority
10. Manage the tendering services for contracts and monitor insurance policies to maximise cost effectiveness, and ensure that school maximises its potential from all sources
11. Manage the tendering for capital bid projects, monitoring and controlling capital expenditure on buildings and grounds. Identify suitable contractors, place contracts with them and monitor their performance
12. Promote the school's activities and premises with the objective of maximising income through lettings and other activities
13. Demonstrate full compliance with all financial responsibilities, in line with the School's Finance Manual, the Local Authority Financial Submission Schedule, requests from LA for Audit and the Governors for the purposes of internal audit
14. Be responsible for the day-to-day management of purchasing systems, including orders, accounts, payable systems and petty cash. Ensure invoices are paid in a timely fashion and cash flow is monitored and managed effectively
15. Manage the payroll service, working with the payroll provider, for all school staff, including the management of pension schemes and associated services
16. Be responsible for management of income systems, maintaining cash flow and bank / procurement card reconciliation
17. Manage the current Financial Management and Budget Forecasting Systems, ensuring upgrades are installed in a timely manner and all systems maintenance is carried out
18. Work alongside the Headteacher and SLT to review, update and, where required, write policies for presentation to the Governing Body.

Administration Management

1. Working alongside the Office Staff, to assist with the school administrative processes
2. Follow principles of best value from the Finance Manual
3. Use evaluation and benchmarking to maximise efficiency
4. Prepare information for publications and returns for the Local Authority, external auditors and other agencies and stakeholders within statutory guidelines
5. Maintain an up to date and accurate contracts register
6. Ensure all data is stored in accordance with the Data Protection Act and as the Data controller for the school
7. Ensure completion of all personnel administrative functions in relation to new appointments (including pre-employment checks), leavers and changes to contracts are undertaken
8. Co-ordinate and arrange provision for absent teachers under the direction of the Head Teacher

Management Information Systems and IT

1. Ensure the efficient running of the Pupil Information System administration system, including timely installation of upgrades and systems maintenance
2. Manage and maintain of Information Management System for school personnel records
3. Ensure the safe transfer of documents and CTF files
4. Ensure contingency plans are in place in the case of technology failure
5. Ensure the asset register is maintained and accurate

Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises

3. Manage the maintenance of the school site, including liaison with the site staff to organise and manage the purchase and repair of all fixtures and fittings as necessary
4. Ensure inventories of assets, furniture and equipment are maintained
5. Ensure all contracts are monitored and managed effectively, including for utilities and site services
6. Seek professional advice on insurance, advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly

Health and Safety

1. Ensure the school's written Health and Safety policy statement is clearly communicated and available to all people
2. Enable regular consultation with staff and governors on Health and Safety issues
3. Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Senior Leadership Team, Governors and the Local Authority
4. Oversee actions to ensure that statutory obligations are being met for pupils with Special Educational Needs

General

1. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
2. Lead and advise the SLT on matters relating to administration, premises, finance and H&S
3. Maintain confidentiality at all times in respect of school-related matters to prevent disclosure of confidential and sensitive information
4. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.