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| **Job Description**

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| Job Title | School Business Manager |  Grade | G10 |

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| Location |  |  |  |

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| Reports To | Headteacher  |
| Purpose of Job | Management of the school administrative department and finances. |

**Main Purpose of the Job**Work with autonomy, accountability and initiative. Responsible for the following areas in conjunction with the Leadership team - financial, HR, administration, pupil attendance and support. Responsible for the management of office staff, using your specific skills and experience to ensure the smooth running of school financial and admin systems, ensuring all necessary records are retained.Provide consistent and ongoing support to assist and facilitate the headteacher and deputy headteacher in their leadership and management of the school.  |
| **Professional Duties**To play a major role under the direction of the Headteacher, and in conjunction with the Leadership Team, in the following main activities –**Financial*** Managing schools finances to ensure effective financial support is provided to the school
* Preparing financial reports requested by the Headteacher and Governing Body and attending Governors meetings.
* Attending meetings with LA accountant for setting, monitoring and reconciling budgets. Including the negotiation of traded services and other contracts.
* Secure funding to which the school is entitled.
* Responsible for monitoring of all income and expenditure relating to internal budgets and keeping budget holders informed of their balances and committed expenditure.
* Monitoring pupil premium income and expenditure for both LAC and FSM
* Management of the school computerised financial systems and undertaking ordering and invoice processing. Advise staff on requisitioning procedures.
* Operation of all bank accounts. Responsible for reconciliation and reimbursement of petty cash and bank reconciliation.
* Responsibility for the authorising of purchase cards for school purchases and associated reports.
* Signature for Cheque book account and purchase orders.
* Responsible for the School financial value system.
* Responsible for the school audit.
* Ensure Pupil Premium funding is spent appropriately and if effectively audited. Ensure details of spending is published in accordance with OFSTED requirements.

**Human Resources*** To be responsible for the management of all staff personnel records and to oversee the work of the schools personnel and payroll providers.
* To be responsible for the general personnel matters, including administration relating to staff recruitment, DBS disclosures and medical clearance of new staff and providing information for the issuing of contracts of employment, amendments and resignations.
* Responsible for the Singe Central Register, ensuring this is kept up to date.
* Responsibility for absence monitoring ensuring all systems are completed and processed appropriately.
* Responsibility for the internal procedures and processes necessary for the smooth and efficient operation of the school. Responsible for the management of administrative and premises staff.
* Carry out performance management for administrative staff.
* To organise staff training.
* To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
* Arrange supply cover as required and process claim forms

**Administration*** Responsibility of archiving both financial and personnel records and safe disposal after the prescribed time scale.
* Monitoring administration of stock record.
* Hold overall responsibility of system access and databases, inputting and extracting data to produce statistical returns, including School census data and CFR return.
* Dealing with day to day enquires that may occur.
* Ensure the school office runs smoothly and effectively in the absence of admin staff.

**Customer Services*** When required establish & welcome prospective parents and give guided tours.
* Assist and liaise with external auditors and supplies to ensure optimum performance of school and visits.

**Management** * Attend and participate in Senior Management Team Meetings.
* Manage site staff, site manager, cleaners and catering.
* Manage whole school attendance, ensuring that all children maintain or improve in line with national expectations on the school improvement plan.
* Take on the whole school responsibility of attendance, to create plans, update SEF and ensure actions are carried out.
* Work alongside Assistant heads and SENCO to co-ordinate and manage Special Educational Needs systems within school e.g. literacy.
* Manage the application and facilitation of grants and bids for funding.
* Delegated person for administration GDPR.
* Manage H&S electronic system, along with organising and delegating to the H&S team.
* Manage and monitor both staff and pupil holistic therapy sessions, organising Holistic Therapist and Assistant.
* Manage and monitor Connexion Officer sessions.

**Support for the School*** Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and performance development as required.
* Attend and participate in meetings as required.
* Attend regular SBM meeting, networking with other professionals to gain knowledge on current changes and new requirements.
* Any other duties commensurate with the duties/responsibilities of the post.
* Conduct analysis and maintain and update pupil assessment systems including Pupil Learning Journeys.

All staff in school will be expected to accept reasonable flexibility in the working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil’s achievement and effective team working. |
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| Special Conditions |  |

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| Car Allowance |  |

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| Prepared By |  |

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| Date |  |