Howley Grange Primary School

SCHOOL BUSINESS MANAGER JOB DESCRIPTION

School: Howley Grange Primary
Post: School Business Manager
Responsible to: Headteacher
Status: At Howley Grange Primary School the Business Manager is an integral member of the Senior Leadership Team.

Main Purpose of the Role:

- To provide strategic vision and leadership for all aspects of budgeting, finance, premises, personnel management, administration, and the training and development of office staff, as well as all matters relating to the management of the school that support, but do not involve, the teaching function.
- To advise the Governing Body on statutory developments in employment, health and safety, and environmental law, and their interpretation at a local level.
- To lead, operate, maintain and develop the school's financial procedures and systems, in cooperation with the Senior Leadership Team, accountant and governors, ensuring that legal and safety requirements relating to people, property and the operation of the school are maintained.
- To be responsible for the whole school site and its buildings, including their maintenance, development and efficient use, with support from the Site Manager.
- To take a lead role in liaising with the LA Buildings & Estates Team and Dudley Property Consultants to ensure that any new building projects at the school run smoothly and that the Headteacher and Governors are made aware of any difficulties or issues that arise.
- To lead the sourcing and procurement of materials and resources to achieve best value.
- To advise the Governing Body's PPF Committee and the Senior Leadership Team on employment law in relation to the safe recruitment of staff, governors and volunteers.
- To act as line manager for administrative staff and the Site Manager.
- To play a central role within the Senior Leadership Team regarding the financial, administrative and environmental aspects of the school.
- To ensure that the school is fully prepared to meet OFSTED financial requirements and School Financial Value Standard (SFVS) expectations.
- To liaise with relevant members of the Local Authority to support the management of the school's budget, finances, resources and premises.

Strategy

- To be responsible for strategic planning, including all financial implications, and to support the Headteacher in ensuring that the school makes the best possible use of available resources and external funding opportunities.
- To lead and advise the Senior Leadership Team on matters relating to finance, procurement, premises, personnel management, administration, and health and safety.
- To take delegated responsibility for financial and premises-related decisions, following appropriate consultation with the Headteacher.
- To represent the Headteacher, where appropriate, in their absence on matters relating to business management, excluding areas of responsibility delegated to the Deputy Headteacher.
- To provide effective support and professional advice to the Headteacher and Senior Leadership Team.

- To promote the school to a range of audiences, further developing relationships with parents, employers and the wider local community.
- To lead on income generation initiatives and the organisation of school events.

Financial Management

The Business Manager, working with the Headteacher and School Accountant as appropriate, will prepare an annual budget for the school to be submitted to the Governing Body and will provide specialist expertise in long-term financial management. The Business Manager will be specifically responsible for:

- Managing all financial systems, ensuring that financial transactions are carried out appropriately and that financial regulations are adhered to.
- Preparing, for approval by the Headteacher and Governors, the annual estimates of income and expenditure.
- Using financial management information, particularly benchmarking tools, to identify areas of relative expenditure, assess trends, and advise the Senior Leadership Team and Governors accordingly.
- Being responsible for the management of the school's accounting function, ensuring its efficient operation in accordance with agreed procedures using the Local Authority's financial systems, and carrying out at least an annual review to ensure compliance with SFVS and other financial management requirements.
- Monitoring all accounting procedures and resolving any issues that arise.
- Preparing invoices and overseeing the collection of fees and other income, taking appropriate action where necessary to recover outstanding debts.
- Preparing the final accounts and liaising with auditors.
- Providing detailed management accounts to the Governors and Headteacher in accordance with an agreed schedule and reporting any significant financial concerns promptly.
- Preparing all financial returns for the DfE, Local Authority and other relevant government agencies within statutory deadlines and liaising with the Local Authority School Accountant as required.
- Managing the school's lettings arrangements and maximising income generation in line with the school's ethos and priorities.
- Acting as System Manager for Arbor and overseeing the implementation and effective use of Agresso, providing guidance and support to users as required.
- Preparing financial proposals for projects and supporting the development of long-term strategic initiatives.
- Coordinating, initiating and managing audit processes as required.
- Negotiating, managing and monitoring contracts and service level agreements to secure effective and cost-efficient support services.
- Attending Governing Body PPF Committee meetings and producing budget reports and other relevant financial information.
- Seeking professional advice on insurance matters, advising Governors on appropriate levels of cover, implementing approved insurance arrangements, and managing any resulting claims.
- Supporting budget holders in managing delegated budgets through effective financial procedures, guidance and monitoring arrangements.

Human Resources / Personnel Management

- To remain up to date with current human resources best practice, safer recruitment requirements and employment law, and to maintain CIPD membership.
- To be responsible for ensuring that the Single Central Record (SCR) is complete, accurate, up to date and compliant with current legislation, policies and best practice.

- To provide high-quality operational advice and support to the Headteacher and Governing Body.
- To contribute to the strategic development of the school, with particular emphasis on ensuring compliance with current employment legislation and best practice.
- To be responsible for all human resources and personnel matters, acting as the lead officer for recruitment and staffing in consultation with the Local Authority. This includes ensuring that all required pre-employment checks are completed, and dealing with staff enquiries relating to pay, expenses, sickness absence, maternity leave, job share arrangements and flexible working requests.
- To be responsible for, and undertake, absence management procedures and meetings across the school.
- To advise the Governing Body on all human resources matters, including absence management, grievances, disciplinary procedures, recruitment, selection and retention, equal opportunities, TUPE, capability procedures, terms and conditions of employment, redundancy and redeployment.
- To participate in the recruitment, interview, selection and induction processes for staff at all levels.
- To maintain confidential staff records and ensure that all personnel records held within the school are accurate, complete, compliant with current policies and best practice, and stored securely.
- To ensure that all declarations of pecuniary interest are maintained and reviewed regularly.
- To ensure that all contractual changes, new appointments, resignations, absences and other staffing changes are communicated to the Local Authority accurately and in a timely manner.
- To conduct return-to-work meetings and other absence management meetings in accordance with the school's attendance and absence management policies.
- To ensure that all payroll and personnel queries are handled professionally, confidentially and accurately.
- To ensure that all documentation required by Human Resources is completed and submitted within required timescales.
- To ensure that all statutory returns, census data, pupil admissions and leavers, attendance returns and pupil data transfers are completed accurately and securely through the school's management information system.
- To provide leadership, support and guidance to support staff, including direct line management responsibility for the Site Manager, administrative staff and lunchtime supervisors.
- To attend Governing Body PPF Committee meetings and provide professional advice and guidance on human resources matters.

Estate Management (in liaison with Site Manager)

Premises

The Business Manager will be responsible for the overall management and maintenance of the school's buildings, facilities, grounds, fabric, and furnishings, working closely with the Head Teacher.

- Taking the lead in compiling and implementing a premises development plan, including energy conservation and monitoring.
- Ensuring the appropriate procurement, management, and monitoring of all service contracts, including cleaning, catering, transport, and the booking of school facilities.
- Appraising projects relating to the development of the school.
- Liaising with all external agencies to negotiate, manage, and monitor contracts, tenders, and agreements for the provision of support services, ensuring compliance with Local Authority financial regulations and standing orders.
- Being responsible for liaison with the Site Manager regarding the letting of school premises to external organisations and contributing to the development of school facilities for out-of-school use, particularly for the benefit of the local community.

- Overseeing the purchase, repair, and maintenance of all furniture, equipment, and fittings.
- Monitoring the work of on-site contractors and arranging estimates for required work.
- Ensuring the effective deployment of premises staff and being responsible for the allocation of hours and the authorisation of pay claims.
- Monitoring and overseeing the quality of work carried out by contractors, caretaking staff, and cleaning staff, reporting to Governors as appropriate.

Maintenance

- Through regular contact with premises staff, ensuring that maintenance schedules are effectively planned and that repairs to the buildings, site, and grounds are carried out and appropriately monitored.
- Being responsible to the Head Teacher for the security, maintenance, heating, cleaning, and other general site services across the school premises.
- Ensuring the efficient operation of all facilities on the school site.

Health, Safety and Risk Management

- To formulate, implement, monitor and review the school's Health and Safety Policy, including the development and implementation of risk assessment procedures and ensuring alignment between all related documentation.
- To maintain a thorough understanding of health and safety issues relevant to the school and their impact on pupils, staff, visitors and contractors.
- To implement risk management and loss-prevention strategies to minimise risk, damage and associated costs to the school.
- To be responsible for effective risk management across the school, including health and safety compliance and the management of third-party contracts and service providers.
- To maintain knowledge of risk assessment methodologies and ensure they are used effectively to identify hazards and assess associated risks.
- To be familiar with the school's disaster recovery and business continuity plans and ensure they form an integral part of the school's management procedures.
- To work in partnership with the Fire Service and the Site Manager to ensure that fire safety systems and equipment are maintained in accordance with statutory requirements, keeping accurate records and coordinating regular fire drills to ensure emergency procedures remain effective and up to date.
- To support and advise staff on all matters relating to health and safety, including emergency procedures and risk reduction measures.
- To provide regular reports and updates to Governors on health and safety matters.
- To act as a designated First Aider.

Whole School Administration and Digital Technology (in liaison with Office Manager)

The Business Manager will be responsible for those aspects of school administration that do not relate directly to the teaching, supervision or pastoral care of pupils.

- To manage the efficient and effective operation of the school's administrative functions, including administrative staff, ICT systems, reception services, reprographics, records management and telecommunications, ensuring a high-quality service as a key point of contact for pupils, parents, staff and visitors.
- To coordinate the planning and provision of ICT resources across the school, including hardware, software and digital infrastructure, ensuring the effective operation of systems supported by LGfL, SIPS and other relevant providers.

- To be responsible for the administration and management of the school's administrative and financial computer systems, overseeing the implementation and effective use of Management Information Systems and acting as the school's Systems Manager.
- To work collaboratively with the Senior Leadership Team to ensure that the school meets the Department for Education's Digital and Technology Standards and to contribute to the development and implementation of a strategic digital technology plan.
- To be responsible for developing, implementing and reviewing administrative procedures and systems, ensuring compliance with all statutory requirements, including UK GDPR and Data Protection legislation, and acting as the designated liaison with Corporate Information Governance services.
- To maintain up-to-date knowledge of Data Protection legislation and ensure that school policies, procedures and practices remain compliant with current legal requirements.
- To coordinate the school's response to Subject Access Requests, ensuring that requests are managed within statutory timescales.
- To coordinate the completion, maintenance and regular review of the Information Asset Register and Data Protection Impact Assessments (DPIAs).
- To support the Office Manager in ensuring that inventories of equipment and stock are maintained accurately and that all statutory and statistical returns are completed as required.
- To ensure that school transport arrangements are managed efficiently and effectively, with due regard for safety, value for money and operational requirements.
- To oversee the preparation, production and maintenance of school records, publications and administrative documentation.
- To ensure that pupil records are maintained accurately and securely by administrative staff and support associated administrative processes, including assessment-related systems where appropriate.
- To be responsible for securing and maintaining all necessary licences, subscriptions and permissions, ensuring ongoing compliance and timely renewal.
- To ensure that all school policies and procedures are scheduled for review, monitored regularly and updated in line with statutory and operational requirements.
- To act as Clerk to Staff Disciplinary and Staff Disciplinary Appeal Committees, ensuring appropriate administration and record keeping.
- To act as the school's Complaints Administrator, coordinating the administration and record keeping associated with complaints procedures.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.