**Fagley Primary School**



**Aspire, Believe, Achieve**

At Fagley Primary School, we strive to provide our children with a bespoke enriched curriculum to ensure they can be successful in whatever they aspire to do.  We encourage everybody to believe in themselves and welcome new challenges so they can achieve in life, now and in the future.

With me in mind, Fagley is a place where there are no limits on learning!

**Job Description**

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| **Job Title:** School Business Manager | **Full Time: 37 hours per week****Term time only + 10 days** |
| **Work Location**: Fagley Primary School | **Salary Range**: PO1-PO3 |
| **Reports To:** Co-Headteachers | **Areas of responsibility:** Finance, Personnel, Estate/Facilities, Management data and systems, School Site Manager, Administration Staff. |

**1.0 Job Purpose**

**To contribute to the development of a strong and effective school within a caring and secure**

**environment.**

**1.1 Prime Objectives of the Post**

* Provide leadership and operational management to the business functions of the school
* Be an active member of the School’s Senior Leadership Team (SLT)
* Provide strategic information on all business matters to the Co-Headteachers (CO-HT) and Governors
* Develop strong links with families, various community groups, businesses and organisations / external agencies including the Local Authority and Children’s Services, Police etc.
* Act as an articulate ambassador to raise the school’s profile.
* To be responsible for Human Resources Management within the school.
* To be responsible for the Financial Resource Management and administration.

**1.2 Key Personal Attributes**

* Operate within financial guidelines and disciplines and demonstrate outstanding professional conduct
* Work under the guidance of the CO-HTs to whom the postholder is accountable and to undertake commensurate duties as may be reasonably required
* Exercise initiative in performing delegated duties and to continually aim to improve quality of service in a changing environment
* Maintain confidentiality of information
* Produce and respond to complex correspondence.

**2.0 Responsibilities and Accountabilities**

**2.1 Leadership**

* Attend and participate in SLT meetings and Governor meetings
* As a member of the SLT support the CO-HTs to implement the school’s vision and values
* Provide strategic reports to the CO-HTs and Governors on all aspects of school business.
* Promote and maintain a professional business service ensuring effective systems of governance are adhered to.
* Maintain an up-to-date understanding of relevant financial and business issues, policies and legislation that may impact on the school’s operation and advise the CO-HTs and Governors accordingly
* Plan for and implement new initiatives where appropriate
* Implement decisions in case of emergency to maintain the fabric and security of the school buildings and equipment, in accordance with Health and Safety Regulations.

**2.2 Management and Supervision**

* Provide outstanding operational management for all areas of responsibility
* Liaise with all staff on behalf of the CO-HTs on financial and administrative matters. Ensure all staff are aware of correct procedures and operate as appropriate through the admin team.
* Provide staff training where necessary on the use of administrative procedures and computer management systems
* Assist with the development of all school policies and procedures and as far as possible monitor compliance.
* Liaise effectively with the LA (School Funding Team, Estates etc) to foster working relationships and manage compliance within the school.
* Undertake performance management for all staff within the area of responsibility (through regular meetings, setting appropriate targets for performance, support and challenge and regular reviews for feedback and development)
* Participate in training and other learning activities and performance development as required

**2.3 Financial Management**

* Responsible for the effective management of the school’s finances and advising the CO-HTs and Governors on financial procedures required in the school.
* Administer the approved annual budget, including the authorisation and payment of suppliers from all accounts within Arbor including school funds, following all checks for correctness and reconciliations according to approved budget.
* Provide regular financial information to the CO-HTs and Governors which monitors school spend against an agreed budget
* Establish internal financial procedures that comply with all statutory requirements and the Financial Management Standard in Schools (FMiS).
* Prepare timely, annual budget estimates and provide advice on funding options to the Co-Headteachers and Governors. Produce fully costed proposals, ensuring they are sustainable through long term (five year) financial plans.
* Ensure the financial transactions of the school are up to date and correctly coded to ensure accurate budget monitoring. Report to the CO-HTs / Governors / SLT of possible under / over spending providing options where income/expenditure varies.
* Ensure best value in the acquisition of all services, contracts and resources through effective procurement. Prepare reports to the Governors
* Manage the preparation of work specifications for tender and assist with the selection of contractors.
* Prepare all reports, VAT returns and any other financial information necessary to complete returns required either statutorily or by the LA
* Seek professional advice on insurances and advise the Governors on appropriate insurance cover.
* Monitor, prepare and submit all claims in relation to allocated funding such as Pupil Premium and external funding.
* Allocate Pupil Premium funds in conjunction with the CO-HTs to appropriate budget headings and report to the Governors

**2.4 Personnel Management**

* Liaise with and advise the CO-HTs on all personnel issues including referrals to Occupational Health and Wellbeing services
* Provide organisational and complex advisory personal support to staff
* Advise the CO-HTs on school policies ensuring they are compliant with legislation on such matters as employment protection, equal pay, sex discrimination
* Maintain confidential staff records (including salary assessments, sickness, attendance, holiday records) and advise the HR provider and payroll of any contractual changes
* Responsible for the completion of all new starter paperwork including liaising with external organisations to ensure that appropriate clearance is received i.e medical checks, child protection.
* Ensure the Single Central Record is up-to-date
* Ensure the school’s staff related policies are clearly communicated to and followed by all staff.

**2.5 Facilities and Estate Management**

* Promote and maintain an efficient, safe and attractive environment for the school
* Act as the Health & Safety coordinator and Fire Officer. Advise the CO-HTs and Governors on all issues.
* Maintain an accurate asset register and inventory of school resources
* Develop a detailed disaster recovery plan and Invacuation/Evacuation plan.
* Oversee the longer-term maintenance of the school including the preparation of maintenance schedules which are properly costed
* Oversee the supervision of building contract or project work.
* Supervise the Site Manager ensuring that all facilities and safety measures are in optimum condition and minor repairs (including equipment) are dealt with promptly.
* In conjunction with the Site Manager;
* implement risk management and loss prevention strategies to reduce insurance costs
* initiate regular fire practices and alarm tests to ensure emergency procedures are current and timely. Keep records
* know about risk assessment tools and use them to establish hazards and associated risks within the school
* ensure H&S procedures are followed at all times (including staff, pupils, visitors and maintenance contractors)
* ensure compliance with insurance requirements with regard to health and safety and risk assessment.

**2.6 Data Management**

* Ensure information systems and computer networks are maintained for effective management including Arbor
* Manage the collection, collation and distribution of all statutory and statistical returns eg Annual Workforce census
* Compile and submit statistical returns on a weekly, monthly or annual basis or as required by the CO-HTs. Examples include class lists, attendance lists, sickness etc
* Manage the administration of payroll, including data inputting of computerised records/management information systems
* Manage the input of pupil data in line with GDPR and Data protection

**2.7 School Administration**

* Provide comprehensive administrative services (including reception desk facilities) whilst ensuring compliance with the school’s financial procedures.
* Line manage administrative staff, including the delegation of relevant activities.
* Manage the school admission policy and procedures and in liaison with Attendance Officer ensure all student records and documents are properly maintained (Arbor database) and are correctly transferred when pupil leaves
* Manage the record keeping of pupil attendance in conjunction with Attendance Officer
* As the school’s main public front ensure enquiries from staff, parents, pupils and visitors are dealt with promptly
* Ensure procedures are in place for the administration of school visits and school trips including risk assessments/first aid procedures
* Supervise the delivery of administrative services including but not exclusively:
	+ the ordering, processing and payment of all goods and services for the school including the issuing of invoices and ensuring settlement of accounts.
	+ maintaining records of expenditure, input and update as required, enable authorisation of payments,
	+ keeping records and completing all insurance claims
	+ obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
	+ processing of payments for school dinners, including Free School Meals, maintaining associated records and preparing documentation for submission to relevant bodies.
	+ maintaining records of casual payments, credits and debits.
	+ the safe collection and banking of any cash.
	+ processing claims for travelling expenses.
	+ responsible for the management of all non-public funds held by the school

The postholder will be required to undertake any other professional duties as required by the Co-Headteachers.