



# Wood End Primary School

## Job Description

(Nov 2024)

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| <b>Post Title</b>                            | School Business Manager   |
| <b>Grade</b>                                 | Grade 6 Point 17-22   |
| <b>Working Hours</b>                         | 37 hours per week<br>Term time + 2 weeks  |
| <b>Responsible to</b>                        | Headteacher   |
| <b>Job Purpose</b>                           | To have managerial responsibility for the disciplines of Finance, Administration, Personnel Management, Health and Safety, Training and Development of Administration Support Staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.  |
| <b>Principle duties and responsibilities</b> | <p>The post holder will have an adaptable and flexible approach to the requirements of the job to suit the daily needs of the school. The post holder will undertake CPD to support the undertaking of this role.</p> <p><u>General Organisation</u></p> <ul style="list-style-type: none"><li>• Line management responsibility for administration support staff, including holding team meetings, and undertaking /induction/appraisal/training/mentoring.</li><li>• Ensure that the school office provides an appropriate first point of contact between the school and all visitors.</li><li>• Liaise between managers/teaching staff and support staff</li><li>• Support the policy of promoting equal opportunities for all</li><li>• Contribute to the overall ethos and aims of the school</li><li>• Develop constructive relationships and communicate with other agencies/professionals</li><li>• Share expertise and skills with others</li><li>• Participate in training and other learning activities and performance development as required</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li></ul> <p><u>Whole School Administration</u></p> <ul style="list-style-type: none"><li>• Manage administrative procedures within the school.</li><li>• Take lead role in the development and maintenance of record/information systems including the maintenance of Pupil Records on Sims, and when appropriate the Assessment/admissions/transition Process</li><li>• Provide detailed analysis and evaluation of data and produce detailed reports/information as required</li><li>• Produce, and respond to, correspondence on behalf of the Headteacher</li></ul> |

- Be responsible for completion and submission of detailed forms, returns etc. including those to outside agencies e.g. DfE
- Be responsible for the preparation and production of all school records and publications
- To act as correspondent for the DfE and to be responsible for the records and returns required.
- Provide organisational and advisory personal support to other staff
- Provide organisational support to the Governing Body including the taking and producing of minutes for committees as required.
- Liaise with governor clerking service to monitor and maintain school policies.
- Maintain quality of information help on public website and other marketing material including school prospectus to ensure statutory requirements are at least met.

#### Financial Management:

- Manage financial administration procedures and take a lead role in the planning, monitoring and evaluation of budget, using financial management information and benchmarking tools.
- To ensure that the school meets the SFVS (Schools Financial Values Standard )
- Take an active role in and provide support to Finance & General Purposes committee.
- To prepare records/estimates of income and expenditure for presentation to governing body,
- To monitor all accounting procedures and resolve any problems including ordering, processing and payment for all goods and services provided to the school; operation of all bank accounts, monthly reconciliation and asset management register and invoices.
- To prepare the final accounts for school fund and liaise with the auditors, providing and reporting on accounts to the Governors.
- To prepare all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines
- Take a lead role in marketing and promoting the school, maximising income generation through procurement and securing sponsorship/funding.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and arranging transport and bookings for school visits.

#### Personnel Management

- To be responsible for general personnel matters in consultation with the LA e.g. ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
- To maintain confidential staff records including electronic records, and to ensure that staff records held in the school by others are kept confidential.
- Provide advice and guidance to staff and others on complex issues
- Maintain up to date single central record.

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|               | <ul style="list-style-type: none"> <li>• Take responsibility for induction process for all new staff and visitors, including students</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• Act as the school’s Health &amp; Safety Co-ordinator and Fire Officer with support from school caretaker.</li> <li>• Lead on policies and practices associated with Health &amp; Safety</li> <li>• Plan, instigate and maintain records of fire practices and alarm tests.</li> <li>• Ensure the school’s written Health &amp; Safety Policy statement is clearly communicated and available to all people</li> <li>• Ensure the Health &amp; Safety Policy is implemented at all times, and is subject to review and assessment at regular intervals and as situations change</li> <li>• Enable regular consultation with people on health and safety issues</li> <li>• Ensure systems are in place to enable the identification of hazards and risk assessments</li> <li>• Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health &amp; Safety Executive</li> <li>• Ensure the maximum level of security consistent with the ethos of the school</li> <li>• Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person</li> </ul> <p><b>REVIEW OF THE JOB DESCRIPTION</b></p> <p>This job description sets out the duties of the post at the time it was drawn up. 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. This is a common occurrence and would not justify a reconsideration of the grading of the post.</p> |
| <b>Signed</b> | <div style="display: flex; justify-content: space-between;"> <span>Post Holder:</span> <span>Date:</span> </div>  |
| <b>Signed</b> | <div style="display: flex; justify-content: space-between;"> <span>Headteacher:</span> <span>Date:</span> </div>  |



## Person Specification

### School Business Manager (Nov 2024)

| Factors                     | Essential  | Desirable   |
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| <b>Qualifications</b>       | Qualifications/Training <ul style="list-style-type: none"> <li>• NVQ Level 4 or equivalent</li> <li>• GCSE Maths and English A-B</li> </ul>  | <ul style="list-style-type: none"> <li>• Recognised management/ business degree or equivalent related professional qualification.</li> </ul>  |
| <b>Training</b>             | <ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development</li> </ul>  | <ul style="list-style-type: none"> <li>• Member of National Association of School Business Management</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Managing budgets, financial reporting, procurement and fixed assets</li> <li>• Managing teams.</li> <li>• Managing administration – planning development and monitoring</li> <li>• Managing a database Information System (i.e. SIMS)</li> </ul>  | <ul style="list-style-type: none"> <li>• Managing within an educational environment.</li> <li>• Managing at a Senior Management Team level.</li> <li>• Managing H&amp; S.</li> </ul>  |
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>• Able to deliver services and systems applicable for effective school management</li> <li>• Able to deliver value for money initiatives</li> <li>• Able to lead teams and individuals</li> <li>• Excellent ICT skills using a range of ICT packages to enhance efficiency and effectiveness</li> <li>• Able to review and develop support services to meet the current and future needs of the school</li> <li>• Able to work on own initiative.</li> <li>• Be able to manage multiple work streams effectively and efficiently</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of educational enterprise issues.</li> <li>• Understanding of promoting positive relationships with the wider school community.</li> <li>• Be able to manage a school website</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Resilience, energy, enthusiasm and creativity.</li> <li>• Highly developed interpersonal skills.</li> <li>• Attention to detail</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Adaptable and flexible to meet the needs of the school</li> </ul>  |   |

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|  | <ul style="list-style-type: none"><li>• Operate with confidentiality, tact and discretion.</li><li>• Approachable, welcoming approach with a calm and reflective nature.</li><li>• Excellent time management skills</li><li>• Excellent communication skills.</li><li>• Commitment to safeguarding and protecting the welfare of children and young people.</li><li>• Commitment to Health, safety and wellbeing for all.</li><li>• Commitment to equality and diversity.</li></ul> |  |
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