



## KINGSLEIGH PRIMARY SCHOOL

### SCHOOL BUSINESS MANAGER

#### JOB DESCRIPTION

Reports to: Head Teacher

The School Business Manager will make a significant contribution to the growth and development of the school. As the person with responsibility and accountability for both the day-to-day management and strategic development of the School's facilities, finances and administration and site staff, the School Business Manager's role will underpin the work done within the curriculum, the pastoral support for students and the School's role within the wider community.

#### Accountabilities:

- To ensure that Best Value Principles are adhered to and upheld and that all financial returns for the DfE, ESFA and Companies House are compiled according to guidance in the Academies Trust Handbook and submitted within statutory deadlines.
- To be responsible for ensuring maintenance of the school's finance system ensuring the efficient ordering, processing and payment of all goods and services provided to the school.
- To ensure that the Asset Register is maintained up to date and that depreciation calculations are accurately monitored for inclusion in the financial year end accounts in accordance with the Academies Trust Handbook.
- To be responsible for regular VAT reimbursement claims with the Inland Revenue and the efficient recording and reporting of such claims.
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations and the financial reporting of such monies.
- To be the Data Protection Lead for the school and be a Data Protection Officer for another BST school.
- Complete annual GDPR audit and record any data breaches.
- Co-ordinate Subject Access Requests and complaints.
- Establish a way to benchmark finances, systems and information to assess trends and make appropriate recommendations without local school data being available
- Prepare information for publications and returns for the DfE and other agencies and stakeholders within statutory guidelines.
- The development and management of the school's site including all aspects of health and safety
- The generation of additional income
- Provide leadership and support for all members of the school's administrative and site management teams
- The development and management of the School's Human Resources provision
- The development and management of the School's facilities
- Assist in the management of capital projects

Detail:

#### Finance and Reporting:

- Prepare the annual estimates of income and expenditure for approval by the Head Teacher and Directors
- Obtain agreement of budgets and monitor them against accounts
- Prepare regular management accounts for budget holders and report on the financial state of the school to the Directors.
- Advise the Head Teacher and Directors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.
- Work with the SLT and the Board of Directors to ensure that correct and robust financial controls and procedures are in place
- Use financial management information, to analyse trends and identify opportunities for greater efficiency.
- Manage the school accounting function effectively to agreed procedures and maintain those procedures by conducting at least an annual review.
- Monitor all accounting procedures and resolve any problems, including:
  - ☐ ordering, processing and payment for all goods and services provided to the school
  - ☐ operation of bank accounts, ensuring that a full reconciliation to trial balance is undertaken at least once per month
  - ☐ maintaining assets register, preparation of invoices and collection of fees
- Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise the SLT and Board of Directors accordingly.
- Liaise with and provide all information required by the internal and external auditor and implement any recommendations.
- Manage Pre-school funding. Input children's pre-school sessions onto Synergy and submit termly claim.
- Manage SEN top-up funding. Meet regularly with SEND team to monitor top-up funding, EHCP applications, AP etc

#### Banking and investment:

- Advise Head Teacher and Board of Directors on the best investment possibilities for the school's surplus balances in order to maximise balances for the future benefit of the school, taking account of risks, views of stakeholders and identifying suitable providers.
- To be the main point of contact with the school's bankers and to ensure that best value is obtained in the operation of the school's bank accounts and free banking charges.

#### Procurement/contracts:

- Managing procurement and being responsible for securing relevant sponsorship.
- Preparation of work specifications for tender and assisting with the selection of contractors.
- Submit bids to ESFA as and when appropriate.

### Insurance:

- To be responsible for seeking professional advice on insurance and advising the Board of Directors on the appropriate insurances for the school.
- Implementing the approved insurances and handling any claims that arise.

### Academies Trust Handbook:

- To ensure effective administrative systems and practices are in place which comply with legal and statutory requirements.
- To undertake continual assessment to ensure that the needs of the school are met in the face of government and legislative changes.
- To be responsible for the implementation and management of the school's accounting functions ensuring their efficient operation according to agreed procedures and in accordance with the Academies Trust Handbook. To ensure they are reviewed and monitored regularly and that accounts are produced at financial year end in accordance with auditor's requirements.

#### 1. Human Resources:

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- To complete all monthly and yearly statutory returns for payroll and pension contributions.
- To ensure the efficient maintenance of all staff records and accurate recording of information for School Workforce Census returns to the DfE.
- To manage and maintain the school's Single Central Record for safeguarding.
- Work with the School's Board of Directors to develop, implement and review all employment policies and procedures.
- Line manage the school's administrative, site, IT, lunchtime supervisors and staff including performance management of those staff
- Ensure job descriptions are in place for all members of staff
- Arrange appropriate training for all staff e.g. safeguarding, first aid etc and ensure that the training is renewed as required. Maintain a training register.
- Assist in managing arrangements for the recruitment of all staff
- Ensure that all staff have an appropriate induction
- Ensure that all administrative, site, IT and lunchtime staff have appropriate opportunities for professional development
- Conduct maternity risk assessments

#### 2. Income Generation:

- Investigate, source and maximise the school's income from other sources, including those supporting capital developments
- Investigate and develop new ideas and approaches to generate additional income through marketing, new and current business links, sponsorship and other funding streams
- Work with the Head Teacher to exploit the facilities available within the school, to optimise the income available from lettings and services
- Keep all income-generation activities under review to ensure maximum income and

cost-effectiveness

3. Health and Safety:

- Support Health and Safety Officer for the school, in conjunction with the Board of Directors
- Advise on relevant national/local policies that impact upon the school
- Manage the cyclical site maintenance and proposed building programmes at school
- Develop relevant quality standards and performance measures to ensure they are implemented and maintained
- Ensure that school risk assessments are in place and updated including E-safety Policy and implementation

4. Facilities:

- Manage programme of maintenance and refurbishment
- Develop a strategic plan for facilities development
- Manage site management/facilities team
- Manage all external contracts e.g. grounds maintenance
- Maintain and review the school's asset facilities and management records
- Manage IT support within the school

5. General:

- Undertake other duties as deemed appropriate by the Head Teacher

Name .....

Signed .....

Date .....