



SACRED HEART CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

School Business Manager

Grade 8

Job Details	
Primary Purpose of Job	<p>To be responsible for finance, personnel, premises, administration and all matters within the management of the school which are supportive, to but do not involve, the teaching function.</p> <p>To be a member of the School Leadership Team.</p>
Responsible to	Head Teacher
Principal Responsibilities.	<p>To work with HT, SLT and Governors to ensure that the school meets its educational aims and achieves improved standards of learning and attainment.</p> <p>To give strategic vision and leadership to all aspects of budget, finance, premises, risk management, health and safety, human resources and support services.</p> <p>To have an active role in whole school self-evaluation, strategic and annual planning processes.</p> <p>To lead, operate, maintain and develop the financial procedures and systems of the school ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.</p> <p>To be responsible for the school site and its buildings, their maintenance, development and efficient use.</p> <p>To be responsible for keeping abreast of legislation, national guidelines and local arrangements in relation to school finance, personnel including safer recruitment, premises, Health and Safety and other related matters; advising the members of the Leadership Team and Governing Body as appropriate.</p> <p>To ensure that the school is fully prepared to meet OFSTED and School financial criteria.</p> <p>To liaise with all relevant external agencies.</p>
Main Duties	
General	<ol style="list-style-type: none"> 1. Attend Full Governing Body meetings and advise on matters relating to school. 2. Take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher and Governor. 3. Plan and manage change in accordance with the School Improvement Plan.
Finance	<ol style="list-style-type: none"> 4. Liaise with the Headteacher and prepare an annual and three year forecasted budget for the school linked to the Strategic Improvement Plan and predicted funding, pupil numbers etc. 5. To manage all aspects of the School's Bank Accounts and their systems. 6. To balance bank account monthly and submit appropriate forms to the LA. 7. To manage complex financial procedures. 8. Ensure the school has appropriate financial systems and to manage all aspects of these systems in accordance with agreed policies and timetable (termly), ensuring accurate financial records are maintained and reporting on a regular basis to the Head teacher, Leadership Team and Governors to inform decision making. 9. Monitor how initiatives and changes (planned and unplanned) will impact on the school budget and advise accordingly. 10. To be responsible for ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the LA, DfE and the school are observed; play a key role in SFVS. 11. To maintain and monitor all school bank accounts, ensuring bank reconciliations are carried out on a monthly basis. 12. Manage finance on FMS and train or arrange training for others.

	<p>13. Prepare financial forecasts for particular projects and to manage budgets set.</p> <p>14. To manage and implement accepted recommendations of audit.</p> <p>15. Awareness and understanding of funding streams and to prepare and submit bids to generate additional income.</p> <p>16. Manage the tendering of service contracts, monitor insurance policies and ensure school abides by its Best Value strategy.</p> <p>17. Review rental/contract expiry dates, where relevant and seek alternatives.</p> <p>18. Promote school's activities and premises with view to maximising letting income within agreed policies.</p> <p>19. Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.</p> <p>20. Monitor utilities costs and introduce cost saving initiatives.</p> <p>21. Ensure separation of duties to accord with audit requirements.</p>
Premises	<p>22. Oversee the work of premises related staff and ensure that appropriate premises records are maintained.</p> <p>23. Plan all work within premises team and with outside contractors to minimise disruption to teaching and learning. Maximise, within staffing levels, work done during school holiday time.</p> <p>24. Ensure repair and maintenance of school is carried out either within emergency repairs or in-house, as appropriate.</p> <p>25. Prioritise projects in line with School Improvement Plan and attend and report to Finance and Premises Committee.</p> <p>26. Ensure all statutory regulations are adhered to and records are kept up to date.</p> <p>27. Improve within budgetary constraints, security measures on site.</p> <p>28. Monitor service contracts including catering.</p>
Administration	<p>29. Oversee, review and develop the administrative services of the school.</p> <p>30. Ensure that appropriate liaison with the Clerk to the Governors is maintained.</p> <p>31. Ensure that an effective and appropriate reprographics service is available to all staff in the school.</p> <p>32. Encourage the sufficient use of pooled resources and equipment, including, audio-visual and conference equipment and develop maintenance and replacement strategies.</p> <p>33. To annually review and update the Critical Incident Plan, Business Continuity Plan and staff emergency contact pyramid.</p>
External Relations	<p>34. Liaising with local residents where appropriate.</p> <p>35. Ensure that school events and successes are appropriately publicised.</p> <p>36. Responsible for liaison between school and local businesses.</p>
Personnel	<p>37. Responsible for carrying out staff appraisals for support staff line managed by SBM.</p> <p>38. Responsible for personnel arrangements for staff, e.g. staff sickness, return to work. interviews, cover for absence, recruitment, job descriptions, staff leaving, in line with school and LA personnel policies, procedures and staffing structure.</p> <p>39. Responsible for liaison with HR in relation to staffing issues and queries.</p> <p>40. Responsible for annual review of support staff job descriptions Health and Safety.</p> <p>42. Formulate, monitor, implement and review the school's Health and Safety policy and procedures.</p> <p>43. Report to Governors, via Committee, outlining current Health and Safety issues within the school and any proposed action plans, where relevant.</p>

Other	<p>44. Liaise with Leaders in teaching and support areas to ensure that effective Risk Assessments are in place.</p> <p>45. To formulate, monitor and implement the schools Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation Ensure that all staff receive appropriate Health and Safety training.</p> <p>46. Understand that all staff have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>47. To ensure all tasks are carried out with due regard to Health and Safety.</p> <p>48. To ensure the school operates within GDPR regulations.</p> <p>49. To adhere to the ethos of the school by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.</p> <p>50. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.</p> <p>51. The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. It is the individual's responsibility for promoting and safeguarding the welfare of children he/she is responsible for or comes into contact with.</p>
-------	--

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.