**Job Title:** School Business Manager

**Permanent/Fixed Term:** Permanent

**School:** North Petherton Primary School

**Location:** North Petherton, Somerset, UK

**Pay Scale:** Grade 11 to 10 Depending on Qualifications and Experience

**Start Date:** 1st July (flexible)

**Main Purpose of Role**

Under the direction of the Head Teacher, is consultant to the Senior Leadership of the school having specific responsibility for the professional leadership and strategic direction and comprehensive management of financial, administrative and premises support and related staff in the school to support high standards of teaching, learning and achievement for all pupils within the overall aims of the schools. This is a non-exhausting list of jobs required and will include any additional tasks that your line manager sees fit in accordance with the role.

**Main Responsibilities and Duties**

1. Provide short, medium and long term strategic planning and direction through the provision and development of support services within the school.
2. Line manage and co-ordinate the school administration and premises support staff including the planning and support of staff development, recruitment, grievance and discipline thus ensuring effective deployment of resources throughout the school.
3. Develop and manage systems for budgetary and financial planning and control, including financial monitoring, cash management and credit control in order to optimise best value and maximise efficiency.
4. Responsibility for completing the monthly reconciliations.
5. Advise and support the school’s response to local and national initiatives and help ensure the school complies with its statutory obligations.
6. Is responsible for advising on, preparing and creating the school’s budget for agreement by the Head Teacher and the Governing Body. Monitors, interprets and advises on the school’s budget. Oversees the operation of the school’s financial duties, analyses information, prepares end of year balances and reports as required by LA, Governors and DFE, completes monthly reconciliation of school’s accounts system to LA system.
7. Develop, plan and manage the upkeep and capital development of the buildings and grounds, their security, maintenance of furniture and equipment ensuring that the school secures value for money in its supplies and service providing an environment conducive to student learning and the wider community. Ensure the school is cleaned in accordance with the methods and frequencies defined. Oversee the school’s lettings. Advise on the use, development and maintenance of the administration ICT equipment, maintain the schools inventory.
8. Lead and manage Health and Safety as the school Health and Safety Officer. Ensure all staff carry out risk assessment on all aspects of school premises, learning activities and out of school visits and extended services.
9. Advise and support the headteacher and governors in meeting their statutory responsibilities regarding the planning, approval and management of educational visits.
10. Deal with support staff probationary period/appraisals/absence return to work meetings. Arrange Supply cover for staff absence.
11. Provide advice and guidance on all personnel issues ensuring all staff receive a contract of employment, undergo Criminal Records Bureau and medical checks and are paid at the appropriate level, etc.
12. Attend Governors meetings; provide reports and advice on school’s finances, personnel and premises matters.
13. Advise, guide and make recommendations to the Governing Body and Senior Management of the school on legislation, personnel, administration, health & safety, finance, building and contract management to support the school decision-making process.
14. Be an emergency contact for the full range of incidents, to ascertain the problem and take appropriate action for resolution, both during and outside of normal working hours.
15. To oversee and contribute to the school website ensuring all statutory documents are uploaded and reviewed regularly.
16. Provide a confidential administration service to the Headteacher.

**SUPPORTING PROCESSES**

**Problem Solving and Creativity:**

Works within recommended guidelines in financial, personnel and administration practices but exercises discretion in management of the guidelines. Working on own initiative under the direction of the Head Teacher. Produces guidance and advice in accordance with the requirements of the school. Explores alternative methods of funding and treasury management. Dealing with changing and conflicting deadlines, internal and external to the school, with frequent interruptions to work. Advising Governors and Senior Leadership on issues within the job responsibilities.

**Decision Making:**

Advises and informs Governors, Head Teacher and Senior Leadership on administration, financial and premises support matters. Decisions regularly taken to ensure Best Value and effective deployment of school resources. Decides course of action, based on analysis of research, as part of the School Development Plan, Annual and 5 Year Maintenance Plans. Exercises full discretion within own areas of responsibility.

**Physical Effort and Working Conditions:**

Frequent use of ICT equipment within Health & Safety guidelines. School office environment. Contact with pupils with SEND, behavioural and complex needs. Contact with parents, members of the public, outside contractors and visitors.

**Contacts and Relationships:**

Staff, pupils, parents, Governors to provide information, advice and guidance across the range of administrative, personnel, financial and premises support. External contacts including a range of County Council departments, contractors, suppliers and general public to convey information and/or resolve problems

**Additional Information:**

Banks cash. Attends meetings outside of normal working hours.

**Knowledge, Skills and Experience:**

Preferable level of education: Accounting Technical qualification (e.g. AAT, etc.), Business Studies qualification, Bursar School Business Management specific qualification i.e. LNBA, DSBM, CSBM.

Broad knowledge and management experience (5 years+) of financial, personnel, premises and office administration systems, knowledge of local government practices, experience of line management, communication skills, confidence, resilience, problem solving, Health & Safety requirements.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: …………………………………………………………. Date: …………………

Line Manager: ……………………………………………………… Date: …………………