

# **SEATON PRIMARY SCHOOL**

## **JOB DESCRIPTION**

**JOB TITLE: School Business Manager**

**PURPOSE OF THE JOB:**

To organise, maintain and monitor the school's financial and personnel systems and to manage office functions to ensure an effective service to the school.

To line manage the administrative and ancillary staff teams, including overseeing commissioning of services and delegation of relevant activities.

To oversee the management and efficient use of the school's buildings and grounds and take responsibility for the administration of Health and Safety compliance.

To be an active member of the school's leadership and management Team.

**RESPONSIBLE TO:**

The Head Teacher, who has overall responsibility for all issues relating to the school.

**DUTIES AND RESPONSIBILITIES:**

**LEADERSHIP AND MANAGEMENT**

Member of the Leadership and Management Team offering financial and personnel support and advice as required.

Improve and develop financial statements, forecasts and best value procedures.

Providing information as required for the Headteacher to present at the Governors' Committee meetings, including the annual budget statement, CFR Return, Financial Summary and Statement of Internal Control (in accordance with FMSiS standards)

Line management of the Administrative Team, the Caretaking and Cleaning Team, and the Catering Team, including assisting in the creation and implementation of recruitment, induction, appraisal, training and mentoring for these staff.

**FINANCE**

To be responsible for the effective management of financial administration

procedures, including responsibility for compliance with financial regulations.

To monitor the weekly / monthly expenditure and advising the Head Teacher / Governors of possible under / over spending whilst providing options for varying expenditure.

To identify the need for, select and manage the ordering of supplies and equipment for the school, including the issuing of invoices and ensuring settlement of accounts.

To prepare work specifications for tendering and assisting with the selection of contractors.

To Prepare and maintain such reports, records and accounts as are required in conjunction with the School's computerised accounting systems (FMS6).

To ensure the proper collection, reconciliation and banking of any monies received by the School.

To ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.

To manage procurement and be responsible for securing relevant sponsorship.

To maintain an assets register and inventory.

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

## PERSONNEL AND STAFFING

To be responsible for the effective operation of payroll systems.

To be responsible for the completion of all new starter paperwork, contracts and other documents relating to staff employment, using the School's computerised systems. (SIMS)

To maintain and update the personnel database.

To liaise with the Head Teacher on personnel issues.

To complete and submit monthly claimss for staff and supply teachers.

To be responsible for school personnel administration.

To manage safeguarding procedures to ensure child protection is maintained; to liaise with external organisations to ensure that appropriate clearance for new staff is received – medical checks and child protection, to manage the central CRB record and keep it up to date. Attend training as necessary.

To be responsible for the maintenance of confidential staff records.

## ESTATE MANAGEMENT

To oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use, with particular reference to the local community.

To implement risk management and loss prevention strategies in the school to reduce insurance costs.

To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, including management of Health and Safety checks and the record keeping relating to fire practices and alarm tests.

To ensure emergency procedures are current and timely.

To organise the upkeep of playing fields, gardens, and drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.

To co-ordinate purchase, repair and maintenance of furniture and fittings.

To develop work specifications and manage service contracts

To manage and administer Health and Safety and Security policy and procedures within the school.

## ADMINISTRATION

To manage the administrative function including the administrative ICT facilities, reprographics, records and telephones.

To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system, through contracted services.

To provide for the preparation and production of all school records and publications.

To maintain Pupil Records

To complete returns required by Devon Children and Young People Services.

To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.

#### GENERAL

To comply with and assist with the development of policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To be aware of and support difference and ensure equal opportunities for all.

To contribute to the overall ethos / work aims of the school.

To establish constructive relationships and communicate with governors and other agencies / professionals.

To attend and participate in school and area meetings as necessary

To participate in training and other learning activities and performance development as required.