**School Business Manager - Job Description**

**Post title:** School Business Manager

**Line manager**: Headteacher

**Main Purpose of the job:**

* The School Business Manager is responsible for the day-to-day management and monitoring of the school's budget and financial systems in accordance with West Sussex County Council Financial Regulations using the School’s Financial Management System (Bromcom)
* To support the Headteacher in ensuring the site and buildings are well maintained, fit for purpose and continuously improved.
* To manage Capital projects.
* To manage the school’s Information Management system database (Bromcom)
* To oversee administrative and reception duties
* To take all decisions in line with the Quaker vision and values of the school, and encourage others to do the same

**Duties and Responsibilities**

**Financial Control**

* Be responsible for the preparation and reporting to governors of the annual and 3 Year budgets, attending and reporting at the 6 meetings per year advising of changes needed.
* Complete annual Schools Financial Value Standard (SFVS) in conjunction with governors.
* Maintain an assets register.
* Be responsible for the day-to-day operational aspects of the administration of the school fund account and ensure that is externally audited annually.
* Ensure the proper collection, reconciliation and banking of any monies received by the school.
* Manage the ordering, processing and payment of all goods and services to ensure best value for money.
* Monthly reconciliation of transfers of financial information with the local authority.
* Monitor and evaluate capital income and expenditure ensuring local authority compliance
* Ensure additional hours and supply teachers’ claim forms are calculated correctly, authorised and submitted according to payroll deadlines. In addition, monitor claim forms for all support staff.
* Reconcile monthly bank and credit card statements.
* Complete monthly staff absence report.
* Conduct Bromcom end of year procedures as directed by Schools Financial Services.
* Monitor utilities usage and investigate variances against expectations.
* Complete annual workforce census.
* Manage LA funding.
* Complete annual benchmarking –carry out analysis on whether the school spends funds appropriately and in line with other schools of a similar size and demographic.

**Personnel Management and Administration**

* To ensure that all staff records are efficiently and confidentially maintained.
* Manage payroll services and contracts for all staff.
* Carry out admin process in relation to recruiting new staff, advertising vacancies, arranging interviews, obtaining references, DBS and health checks and ensuring all aspects of safer recruitment are met in conjunction with the Head teacher and governors.
* Record, manage and provide all payroll/personnel documentation and other day-to-day support on personnel issues to ensure optimum use of the school staffing budgets.
* Provide payroll scenarios and the impact upon the budget on request.
* To update and maintain the Single Central Record.
* Oversee the maintenance of the pupil records side of Bromcom.

**Facilities and Property management**

* Work with the headteacher and caretaker to ensure the efficient maintenance of the site and compliance of health and safety regulations, including regular inspections by external companies re. asbestos, trees, site condition, playground equipment etc.
* Meet regularly with the H&S governor for site inspections.
* Maintain the rolling maintenance plan.
* Preparing for and attending Health and Safety monitoring visits.
* Testing the fire alarm weekly before children are on site.

**General Administration**

* Project professional image of the school as the first point of contact for all stakeholders.
* Keep records in accordance with the school’s retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Liaise with the school’s IT technician regarding the asset register.
* Attend and participate in meetings relevant to the role as required.
* Participate in training and other learning activities and performance development as required.
* To ensure effective communication with parents and outside agencies by dealing with enquires both in person and on the telephone.

**Job Context**

The post-holder would need to deal with parents, teachers, support staff, members of the Governing Body, contractors/suppliers, supply agencies, insurance companies and auditors. Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The School Business Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct**.**

**School Business Manager - Person Specification**

The following outlines the criteria for this post. They will be used by the school when shortlisting and interviewing applicants. Please give careful consideration to how you can use these criteria to demonstrate your suitability for the post in your application and at interview. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | * GGCSE Maths and English Grade C minimum * Accountancy, finance, knowledge and skills. |
| Experience | * Experience of working in a finance role   - Working with children or young people  - Office experience |
| Skills and Abilities | * Strong interpersonal and communication skills – written and verbal. * Ability to communicate a range of financial information both verbally and in writing with the Headteacher, governors and other staff. * Keyboard skills applied with precision and speed. Must be computer literate and have previous experience of working within financial regulations. * Ability to prioritise own workloads and to work to deadlines is essential. * Required skills for the motivation of staff, advice to the governing body and liaising with external bodies; able to deal with sensitive issues e.g. contracts, HR. |
| Knowledge | * Requires knowledge of accounting and financial procedures sufficient enough to be able to maintain accounts, produce financial reports and advise on variances. * Must be aware of WSCC Financial Regulations and understand other relevant school policies. * Awareness of the requirement for the School's Record Retention Policy and freedom of information protocols. * Knowledge of a range of IT systems. Previous use of Bromcom is preferable. * Knowledge of computerised and manual filing systems. Awareness of Data Protection and confidentiality issues. * Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relation to Health and Safety. |
| Personal Qualities | * Assured manner. High level customer service skills and professional ethos * Good organisation & time management skills, ability to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail * Commitment to promoting the ethos and Quaker values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Initiative / proactive / ‘can do’ approach * Deals with difficult situations effectively |