**St. Philip’s C.E Primary School**

**JOB DESCRIPTION: School Business Manager**

|  |  |
| --- | --- |
| **SCHOOL**  | St. Philips CE Primary School, Southport. |
| **POST TITLE**  | SCHOOL BUSINESS MANAGER  |
| **GRADE**  | Grade G |
| **RESPONSIBLE TO**  | The Headteacher, Staff and Governors. |

# MAIN PURPOSE

To be responsible for whole school administration to the highest standards, managing financial and human resources and organisational systems with considerable independence. The post holder will be accountable to the School Leadership Team and the Governors for their actions.

# MAIN DUTIES Administration

To take a lead role in the planning, development, design, organisation and monitoring of support services and whole school systems, procedures and policies.

Take lead role in the development and maintenance of manual/computerised record/information systems.

To undertake work associated with the preparation and monitoring of the schools budgets, including processing of orders and payments, preparation of budget statements, ensuring the relevant senor staff are notified of changes or concerns.

To undertake monthly reconciliation of tabulations in line with local government guidance.

Maintain manual and computerised records and/or management information systems.

Collation of registers and the completion of various returns as required by agencies such as the local authority, the Archdiocese, and the DfE. Completion of all school census data.

Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.

Produce and respond to complex correspondence.

Manage the administration of the payroll system.

Manage financial and human resource administration procedures including complex administrative procedures.

Responsible for the completion and submission of complex internal and external forms and returns.

To manage staff training and record keeping related to CPD, including support staff appraisal.

To be responsible for all aspects of SIMS.net, FMS, School Comms and the School Fund Account.

To input all staff absence detail on to the Local Authority’s school absence monitoring system and also on to the school MIS.

To prepare and instigate all occupational health referrals for staff

To prepare and update all contextual data on to the school assessment tracker system.

To input assessment data for EYFS, Phonics, KS1 and KS2, prepare reports and send to Local Authority as and when requested

# Organisation

Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.

 Provide organisational and complex advisory personal support to other staff.

Responsible for the co-ordination and organisation of teaching cover as and when necessary.

To participate and assist in the organisation of examination procedures, as and when necessary.

To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures.

To assist with pupil first aid and pupil welfare duties when circumstances arise, looking after sick pupils, liaising with parents/carers and/or staff etc.

To oversee and ensure the smooth running of the school to parent communication packages.

# Resources

Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.

Provide guidance and advice to staff and others on complex issues.

Take a lead role in budget planning, expenditure, monitoring and evaluation and the provision of regular reports to the School Leadership Team (SLT) and Governing Body as required.

Manage all financial administration and sign off/close down end of year budget in accordance with the financial regulations.

To be responsible for the school’s Charge Card management systems.

To work with other administrative staff to collect and accurately record all money for trips, charity events, lunch and breakfast club money.

To manage the bookkeeping of, for example, school fund, petty cash, school trips, photographer etc, together with the balancing of such funds and secure all monies in accordance with school procedures.

 Undertake research and obtain information to inform decisions.

Lead role in procurement.

Manage facilities including premises, lettings and associated income, building and projects.

Manage school licences and insurance.

Management of Health and Safety in the school.

Responsible for the negotiation of contracts for large scale purchases and bulk buying contracts in association with other schools as appropriate.

Contribute to the evaluation of spending on Pupil Premium, LAC, Sports Premium and Intervention funding.

Liaise with bought in services for Broadband and ICT network to ensure smooth running of curriculum and admin network

# Support for the School

Responsibility for strategic planning aspects where financial implications occur in order for the school to make the best possible use of resources available, and to keep abreast and advise on current government and local authority financial policy and procedures.

To be responsible with all colleagues for safeguarding and promoting the welfare of our children and to follow all associated child protection and safeguarding policies as adopted by the school and the local authority.

Be aware of and comply with all other school policies and procedures, including (not exclusively) health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school’s Christian ethos, aims and improvement plan.

 Work as part of a team, appreciating and supporting the role of other people in the team.

 Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

**Clerk to the Governors (Where required)**

To provide governors with all documentation prior to meetings keeping to required deadlines.

To ensure accurate minutes are provided of all governors meetings

To provide support to all governors and provide advice on good practice.

To maintain records of governors meetings and provide as evidence for audit purposes.

# Line Management

Oversee external cleaning staff.

Line Management responsibility of site staff including performance management.

Ensure effective communication, holding regular team meetings with managed staff.

Represent managed staff and contribute to the development of staff and the direction of the school.

Undertake recruitment induction, training, development and performance management appraisals of managed staff.

To take a role in the recruitment of support staff, where appropriate, and in managing associated employment procedures.

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

# Personal Attributes Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

# Team working

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

# Organisational Awareness

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

# Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

# Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

# Professional Values and Practice

High level of confidentiality.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

# Experience & Knowledge

Several years experience of working in a school office environment at a senior level.

Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.

Appropriate knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

# Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

NVQ Level 4 in Administration/Business/Certificate in School Business Management or equivalent qualification or experience.

Requirement to complete a staff induction programme and a successful probationary period of 6 months up to March 2022.

**We are committed to promoting the safeguarding and welfare of children and Young People and expect all staff and volunteers to share this commitment.**

**Signatures:**

**Staff: Head Teacher:**

**Date: Date:**