



WYE FOREST FEDERATION

ST. BRIAVELS AND REDBROOK PRIMARY

JOB DESCRIPTION

SCHOOL BUSINESS MANAGER

JOB PURPOSE: Responsible to the Head Teacher and the Governing Board for the efficient operation of the federation's administration, finance, business, personnel and premises functions.

To ensure that a healthy and safe environment is maintained to the standards laid down by the Governing Board.

To actively model and promote the values and ethos of the federation.

STATUTORY

REQUIREMENTS: This job description is to be performed in accordance with the requirements of the Support Staff Terms and Conditions (Green Book).

GENERIC

RESPONSIBILITIES: To be responsible for strategic planning, in order for the school to make the best possible use of resources available, keeping abreast of and advising on current government and LA financial policy.

To assist the Head Teacher with formulating and developing school action planning, priorities, policies and procedures, ensuring these are communicated to staff and other stakeholders where appropriate.

To act as clerk to the governing body, providing strategic planning input in matters relating to finance AND other areas such as staffing, curriculum and school improvement.

To inform the SLT on operational issues where they intersect with teaching and learning.

RESPONSIBILITIES:

- To be responsible for the overall line management and professional development of the Administration staff and the Premises staff, developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
- To provide a confidential service as required for the Head Teacher, undertaking administrative tasks, writing letters, responding to phone calls etc.
- To provide liaison and support for the Governing Board as required. To work strategically with the Governing Board developing financial forecasts and project management plans.
- To examine opportunities for promoting the federation with local businesses, the LA, external agencies and other institutions including developing and maintaining the school brochure and making recommendations on these to the Head Teacher. To oversee management of the school website, ensuring it represents and markets the school brand effectively and is an effective tool for communication.

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- To recommend, establish and maintain computer-aided administration, which supports all the general work in the school, including statistical analysis, in conjunction with the LA, ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
- To oversee the school's ICT infrastructure, identifying areas for improvement both in school administration and curriculum development. To work with the school's ICT curriculum lead to support improvements in hardware and software.
- To oversee maintenance of daily registers for staff attendance, informing the Head Teacher when action may be required.
- To be responsible for the administration of admissions for the main school and EYFS pre-school class within the school's admission policy. To present school information to parents at New Parents meetings and represent the school in a positive professional manner. To update the school admissions policy based on statutory change.
- To act as clerk and operational advisor to the Governing Board.

Human Resources Management

- To be responsible for ensuring effective procedures are in place to meet regulations regarding maintenance of confidential staff records, recruitment of staff and all matters relating to HR management.
- To be responsible for ensuring the provision of a comprehensive payroll service and that staff are in accurate receipt of their salaries.
- To implement all regulations relating to the school's workforce in compliance with current legislation.
- To maintain absence management procedures and implement the school's sickness policy and procedure, liaising sensitively and confidentially with staff on behalf of the Head Teacher. To support the Head Teacher in the management of other HR procedures such as grievance, disciplinary and pay reviews.

Finance and Accountancy

- To assist in the formulation of short and long term budget strategies which are reviewed annually, and to prepare and present the annual budget for approval by the Head Teacher and Governing Board.
- To be responsible for all the financial accounts within the federation; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts. To undertake monthly reconciliations and to submit year end accounts to the Gloucestershire County Council ensuring financial probity and accuracy. Where necessary, to restructure and devise new systems for financial reporting and accounting.
- To be the budget holder for the school's premises and administrative budgets.
- To contribute and present to the Finance and Premises Committee.
- To ensure effective monitoring systems of income and expenditure are operated.

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- To manage regular finance procedures, such as procurement (obtaining comparative quotes, where appropriate, in order to receive best value for money), ensuring the proper banking of monies, payment of invoices, chasing monies owed to the school, and payment where appropriate, of any freelance staff.
- To review annually Service Level Agreements offered by the LA and 3rd parties to achieve best value for money, reviewing regularly for suitability and value.
- To prepare bids for capital development projects, external funding possibilities and other grants.
- To take full control of the school's ability to comply with statutory requirements including school audit.

Premises and Minibus

- To be responsible for the management and maintenance of the school site (including planned works), ensuring that contracts for annual checks are carried out and documented, and appropriate insurances are in place.
- To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary.
- To ensure that the cleanliness of the school site is maintained to a defined standard by overseeing the supervision of the Premises Team.
- To establish and maintain a school Health and Safety policy and to undertake and lead in a programme of risk assessments and fire drills.
- To maintain a lettings policy for the school, exploring avenues for letting premises and increasing income, also developing ways in which the school can be accessed for community use.
- To manage Health & Safety reviews to ensure compliance in premises and equipment management and risk assessment management. To act as lead officer for health & safety audits and inspections.
- To oversee and ensure the correct maintenance, taxing and certification required for the minibus within the required schedule.
- To oversee and manage the booking, access to keys and authorisation of correctly licensed and appropriately trained drivers of the minibus.

Attendance

- To manage the implementation of the policy, ensuring attendance issues are brought to the attention of the Head Teacher in a timely manner and overseeing the administration of standard letters at initial trigger points.

This job description is not exhaustive. To complete other tasks as appropriate to the role under the guidance of the Head Teacher and the Governing Board.

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- RELATIONSHIPS:** At all times, to seek to develop positive relationships with the pupils in the school and with their parents. Visibly to live out the school's values, acting as an adult role model and supporting school policies when interacting with pupils, parents or visitors.
To establish and maintain effective professional relationships with all teaching and support staff colleagues, governors and other members of the school community.
To liaise with outside agencies when required.
- REVIEW:** This job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out.
The job description will be reviewed at the annual appraisal meeting and may be reviewed from time to time in consultation with the post holder in order to address changing circumstances or priorities within the school.
- SPECIAL NOTES:** The post holder will be subject to an enhanced DBS disclosure to satisfy child protection requirements.
The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policies.

Signed (Employee) :

Date:

Signed (Headteacher):

Date: