

## JOB DESCRIPTION

<b>SCHOOLS:</b> Generic	<b>Is this description a generic JD?</b> Yes / No
<b>GRADE:</b> 8	<b>JEM Reference No:</b> 01-204 <b>Enhanced DBS Required?</b> Yes
<b>JOB TITLE:</b> School Business Manager (Level 1)	
<b>REPORTS TO :</b> Headteacher or other designated person	
<b>1.</b>	<b>PURPOSE OF JOB:</b> As a member of the SLT: <ul style="list-style-type: none"> <li>To be responsible for the strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available</li> <li>To provide an efficient and effective administrative, financial and personnel management of the school, all general training and development of staff and all matters within the management of the school which are supportive to but do not involve the teaching function.</li> <li>To be responsible for risk management and health and safety</li> </ul>
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
	Finance
i.	To be responsible for the strategic planning aspects at the school, including all financial implications, prepare the school's annual budget and monitor spend against the budget taking corrective action where necessary. Preparing and presenting the management accounts for the Governing Body.
ii.	To act as the main financial consultant and adviser to the Governors and Headteacher advising on the financial policy and development of the long term financial strategy.
iii.	Manage the school accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review.
iv.	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Approve all purchase orders prior to expenditure being committed and ensure best value in all purchases.
vi.	To arrange the purchase of all supplies and services for the School in accordance with the County Council's financial regulations under the Delegated Management Scheme, ensuring that optimum value for money is achieved. To obtain quotations, place orders and check deliveries and deal with the full tendering procedure in some cases.
vii.	Manage the school fund ensuring that a full bank reconciliation is undertaken monthly. Prepare the account for audit and liaise with the auditors.
viii.	Prepare all financial returns for the DfES, LEA and other central/local government agencies within statutory deadlines.
ix.	To secure bid based competitive funds by the use of bidding systems and contacts.

	<b>Personnel Management</b>	
	i.	Recruit all support staff including preparation of job descriptions, person specifications, press adverts, interviewing and contracts and assist in the recruitment process of teaching staff as required.
	ii.	To work with the Headteacher on general HR matters providing general HR support for example advice on salaries and terms & conditions of employment, disciplinary and grievance matters.
	iii.	Update school's staff handbook and develop and implement performance management system for all support staff
	<b>Whole School Administration</b>	
	i.	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones
	ii.	Responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate management information systems.
	iii.	Ensure parent complaints/queries are handled effectively and appropriate records kept.
	<b>Health &amp; Safety</b>	
	i.	Formulate, monitor and implement the school's safety policy to comply with all relevant H&S legislation and conduct risk assessments for routine and project work. Act as school's Health & Safety Coordinator and Fire Officer.
	ii.	To be responsible for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  Full line management for all support staff (up to 5 staff) including responsibility for recruitment, performance management, disciplinary/grievance, contracts ensuring that adequate training is provided, carry out quality of work checks. etc. This includes different groups of staff i.e. office, site, teaching assistants etc  <b>SUPERVISION OF PEOPLE</b>  See line management	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Innovation is essential in all aspects of the role - to find more efficient/effective ways of doing things; to make cost savings; to find solutions to pupil problems; etc. These will be whole school issues and will not be brought to the post holder, the post holder is expected to continuously evaluate and improve systems which affect the whole school and which can cross teaching and non teaching areas.  The Business Manager will be expected to find solutions which are not readily available in school and will require experience in leadership and management and the ability to research outside of the school environment.	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  The postholder will have regular contact with Headteachers, staff, students, parents, Social Services, Child Protection, Connexions, Education Welfare Officer, Mouchel, Education Department, Emotional Behaviour Support, Supply	

	<p>Agencies, Governors, Media, Job Centre, Guest Speakers and job applicants</p> <p>The level of these contacts will vary depending upon the reason for the contact and can involve discussion, challenge, mediation, conciliation and persuasion when dealing with sensitive and sometimes complex issues, e.g. allegations of rape, bullying, sexual abuse from a child or member of staff, discussion and persuasion regarding budgetary decision.</p> <p>The postholder will have the authority to make a decision without referral to the Headteacher as dealing with situations where the content and outcome may not be straightforward.</p>
<b>6.</b>	<b>DECISIONS</b>
	<p><b>a) Discretion</b></p> <p>To be responsible for all strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available including:</p> <p>Management of budgets.  Interpret policies and procedures as necessary  Have input and make recommendations into the revision of working practices, policies and procedures.  Work will be carried out within a range of broad objectives (many self generated) and without referring the matter to others.</p>
	<p><b>b) Consequences</b></p> <p>Decisions made will have an impact on the reputation of the school, staff and pupils as will have decision making in the majority of the disciplines of Finance, Personnel Management, Estate Management and Administration.</p>
<b>7.</b>	<b>RESOURCES</b>
	<p>The Business Manager is responsible for the building/grounds (when the site management staff are absent) and is one of the named key holders (but not primary postholder for security and call-out).</p>
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p><b>a) Work Demands</b></p> <p>Constant deadlines: returns to County Council, DfES, interview procedures, parent and pupil complaints etc.  Constant interruptions by telephone calls, visitors, pupils and staff of problems that need resolving and issues needing a decision.  Degree of unpredictability due to frequent parents, representatives from outside agencies, staff or pupils with issues expecting to be seen immediately without appointment having been made.</p>
	<p><b>b) Physical Demands</b></p> <p>Office based work</p>

	<b>c) Working Conditions</b>  General office environment. Well lit and well ventilated conditions		
	<b>d) Work Context</b>  Regular contact with Headteacher, employees of the school and other outside bodies, including parents and carers on matters which are generally non contentious. Occasional contact with parents/carers on contentious matters and some risk of abuse and aggression from visitors or telephone callers		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>  Minimum 3 years relevant experience in a similar role Experience of effective preparation and management of the school budget. Bursar qualification (e.g. Diploma in Management Studies, Certificate in School Business Management, NVQ4 or equivalent) Previous experience of staff supervision/management		
<b>10.</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
<b>Safeguarding</b> -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	..... .	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George. Guidance on the completion of this JD is available from your Directorate HR Adviser.			