

## **ST URSULA'S CONVENT SCHOOL**

A Humanities College and Teaching School

JOB DESCRIPTION: School Business Manager

Reporting To Head Teacher

Hours 35 hours per week – 52 weeks per year

Salary Principle Officer Grade – PO5-PO8

### **Duties and Responsibilities**

The School Business Manager is managed by and directly accountable to the Head Teacher. Effective and diplomatic liaison and a team approach are crucial to the successful performance of the School Business Manager's duties. The job description offers an indication of the main areas of responsibility of the post, but the successful candidate will be expected to perform any such duties and activities relating to the finances, general administration, staff and premises as the Head Teacher and Governors may reasonably require.

As a member of the leadership group, the School Business Manager will make a significant contribution to the growth and development of the school. In particular, to be responsible and accountable for both the day to day management and strategic development of the school's finances, support staff and facilities.

The School Business Manager has responsibility for the Finance Officer, Office Manager, Admin staff, Meal supervisors, Technicians and Premises staff.

### **Specific Responsibilities**

To be responsible for the management of the Financial Management team to support and maximise the effective use of resources to support teaching and learning including:

- The preparation and management of the school budget
- The implementation of sound financial procedures, budget monitoring, financial accounting and reporting systems
- To ensure that financial systems adhere to statutory audit requirements
- The development of financial operation and procure manuals to assist and clarify budget holders responsibilities within the schools financial management system
- To be responsible for the development and management of income generation including
  - o Negotiation of lease and contract agreements including site lettings
  - o Preparation and submittal of bids

## Financial Leadership and Management

- Prepare timely management accounts, expenditure analysis, cash flow management reports and completion of all financial returns as required within deadlines. Report regularly to the Head Teacher & Governing Body) for monitoring the School finances and any financial issues arising.
- To ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications; develop a culture to achieve best value for money in all areas of expenditure; monitor costs of services and contracts to obtain maximum efficiency; benchmarking financial information for comparison and to assess trends in expenditure and make strategic recommendations
- Ensure financial and statistical returns for the DFE are produced and managed in accordance with agreed policies and timetables, including Schools Financial Value Standard (SVFS); maintain an up to date knowledge of statutory requirements in relation to Finance
- Oversee procedures for the proper collection, banking and recording of income/monies
- To ensure that an asset register is drawn up and establish schedules and costs for the replacement of equipment and furniture.

## Personnel

To be responsible for strategic planning of human resources to ensure the delivery of service required to support teaching and learning including:

- To oversee the recruitment process and maintenance of required records
- Oversee managing the Disclosure and Barring Service checks function and database
- The preparation and management of personnel policies and procedures, including conditions of service, conduct and disciplinary procedures
- The management of Managing Sickness Absence procedures within the school including referrals to Occupational Health
- Conducting sickness review meetings for teaching and non- teaching staff.
- The development of ongoing systematic professional development of the Finance Officer
- Performance management appraisals for all support staff.

## Premises

Responsibility for the strategic development of facilities and the environment to enhance teaching and learning including:

- The management of the in house Premises Management team
- The preparation and development of facilities services and contracts, including cleaning, catering and grounds maintenance.
- To manage the out of hours security response arrangements

- To be responsible for the preparation and tendering of maintenance and project management contracts
- To oversee the site team regarding Health and Safety of the site that falls under their remit

### **Health and Safety**

To be responsible for preparation and management of the school health and safety policy to ensure compliance with the Health and Safety at Work Act and other safety legislation or regulations.

- To be responsible for the development of risk assessment formats and monitoring systems to implement health and safety training programmes
- To advise all staff as appropriate