

Bushbury Nursery School

School Business Manager



Job Title: Business Manager

Grade: Grade 6

Line Manager: Headteacher

Supervisory Responsibility: Administration Team, Site Support Team

Job Purpose

- To positively and actively contribute to whole school improvement through effective leadership and management of the administrative, financial provisions within the school
- To be responsible for the day to day management of the school office, including supervision and instruction of administrative staff.
- To contribute to the development of whole school policies and procedures
- To advise the Headteacher and Governing Body on organisational / complex financial matters in line with current legislation / regulations
- To organise, maintain and monitor school finance and personnel systems ensuring effective delivery of service to school

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of the Admin Team and whole school systems/procedures and policies.
- To ensure the effective and efficient running of the school office
- To be responsible for the management of the administrative team including the development and implementation of recruitment, induction, performance management, training and mentoring of Admin Team
- Represent the Admin Team at relevant meetings

Administrative Duties

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required for governors
- Undertake word-processing and complex IT based tasks
- Produce and respond to complex correspondence
- Provide organisational and complex personal advisory support to other staff
- Provide organisational and complex support to the Governing Body
- Manage administrative procedures
- Be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration process of Payroll and recruitment systems
- Oversee administration of school Web site and text message service.
- Manage the administration of school roles and admissions

Financial Administration

- To be responsible for the effective management of financial administration procedures, contributing to budget planning and compliance with financial regulations
- The monitoring and evaluation of budget monitoring the weekly / monthly expenditure and advising the Headteacher / Finance Committee of possible under / overspending.
- Prepare annual estimates and regular reports on income and expenditure, monitor accounts against budgets and report on financial state of the school to the Governors.
- Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparations of invoices, collection of fees, recovery of bad debts.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts
- Preparation of work specification for tender and assisting with selection of contractors

Bushbury Nursery School

School Business Manager



- Support in the preparation and maintenance of SFVS and other such reports, records and accounts as are required in conjunction with the School's computerised accounting systems
- Oversee, develop and implement financial procedures and oversee all financial transactions / activity with the school
- Ensuring the proper collection, reconciliation and banking of any monies received
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Supporting the School in the management and maintenance of an assets register and inventory
- Support the headteacher to seek professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurance, and handling any claims that arise
- Securing funds to which the school is entitled and actively source additional funding

Resources

- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- To be responsible for marketing and promotion including the preparation and production of all school publications
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness

Staffing

- Line manage the Administration team on a day to day basis, completing induction, performance management and training of staff.
- Under direction of the Headteacher to oversee the work of the premises staff
- Handle personnel admin processes relating to the appointment of all staff
- Maintain Staff records of employment
- Update Single Central Record regularly
- Contribute to the monitoring and reporting of staff absence

Responsibilities

- Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To act as first point of contact with the School for parents and visitors
- Contribute to the safeguarding and promotion of the welfare of the children with regard to KCSiE, the school's Safeguarding Policy and other related policies and documents and Child Protection Procedures, ensuring that confidentiality is adhered at all times
- Contribute to the overall aims and ethos of the school.

Health & Safety

- Act as the schools health and safety co-ordinator
- Supervise fire practices and alarms tests and monitor records
- Maintain premises management records and policies
- Ensure the Schools written Health & Safety statement is clearly communicated and available to all people
- Ensure risk assessments are implemented and update the LA visits system as required.
- Enable regular consultation with people on Health and Safety issues
- Ensure systems are in place for the effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and where applicable to the Health and Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Comply with and assist with the development of policies and procedures relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person

Bushbury Nursery School

School Business Manager



Other Duties

- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post
- The postholder must comply with the Equal Opportunities Policy and health and Safety Policy

Signature of Manager:

Date:

/ /

Signature of post holder:

Date:

/ /

Bushbury Nursery School

School Business Manager



Qualifications

- Level 4 DSBM/CSBM or evidence of working towards a relevant discipline.
- Minimum GCSE (or equivalent) Maths and English at grade A-C

Professional Development

- Recent, relevant professional development in current information, data and finance systems
- Evidence of further professional training.

Experience

- Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting
- Full working knowledge of relevant policies/ legislation
- Knowledge of Microsoft office including Word & Excel
- Proven experience in Schools finance including in the development, management and operation of financial management systems
- Experience of budget management and preparation in a learning environment or similar
- Previous experience within an educational environment
- In depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMS/FMS systems for financial procedures
- Knowledge and experience of SIMS data base (pupil & Staff data/records)
- Experience of maintenance and development of website

Skills / Abilities

- Ability to manage the schools administrative and financial systems
- Ability to manage, lead, organise deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Headteacher / Governing Body and possess high level decision making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills. High level of accuracy and attention to detail
- Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines
- Advance skills to use and manage ICT systems and resources effectively

Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team.
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively Show initiative and self-motivation
- Show commitment to a clear and shared vision for an effective organisation
- Recommend and show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups.
- Highly motivated with high expectations, a positive attitude and a good sense of humour
- The ability and willingness to work in partnership with other members of the School team.
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development.
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities