

WHINNEY BANKS PRIMARY SCHOOL

Post Title: Business Manager

Grade: L

General Leadership and strategic purpose of the post:

Reporting to the Head Teacher the School Business Manager will:

Provide strategic leadership for the business functions of the School and ensure as part of the Leadership Team the School secures success and improvement across all areas. Specifically providing leadership in the areas of: finance, administration, buildings and facilities, Health & Safety the post holder will play a role on the Leadership Team in the preparation and development of the School Improvement Plan, actively contributing to the ongoing development and improvement of the school.

Provide leadership, guidance, motivation and support of staff allocated to the areas of responsibility ensuring that appropriate standards or performance are demonstrated.

Work with relevant staff to ensure business support services, external contracts, lettings, maintenance programmes and Service Level Agreements function effectively.

Areas of responsibility

Finance Leadership

1. Lead on the development, implementation and review of financial policies.
2. Prepare the annual accounts returns, annual budgets and 5-year budget plan as part of the long-term financial plan for governors.
3. Prepare the financial reports, estimates and complete all financial returns that may be required by the Governing Body and Local Authority. Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals and are fully prepared to meet OFSTED financial criteria
4. Complete monthly bank reconciliations ensuring that all income and expenditure is correctly accounted for and reported appropriately.
5. Prepare and report on monthly management accounts Balance Sheet, debtors and creditors) for governors, budget holders and report on the financial exceptions of the school to the Head Teacher and Governors.
6. Advise the Head Teacher and Governors on financial policy, preparing appraisals for projects and developing a long-term financial strategy for the future development of the school linked to the SIP.
7. Implement and ensure compliance with External and Internal Audit requirements, and Financial Regulations.
8. Use financial management information, including benchmarking data, to identify areas of relative spending, assess trends and directly advise upon expenditure accordingly, ensuring the school receives best value.
9. Develop and implement appropriate accounting procedures to control, monitor and disburse the school's income and expenditure, including all routine financial activities.

WHINNEY BANKS PRIMARY SCHOOL

10. Prepare final year end accounts for Governors. Liaise with the external auditors and Local Authority Accountants
11. Prepare all financial returns for the LA and other government agencies within statutory deadlines.
12. Liaise with other agencies with regard to all grant applications, external funding streams, gifts and other donations
13. Secure bid-based competitive funds when applicable, by effective use of formal bidding systems and contacts
14. Lead the procurement process of all goods, services and SLAs ensuring best value and standing order principles apply. Negotiate, manage and monitor all SLAs, contracts, tenders, leases and agreements for the provision of supplies / services such as: finance, ICT, cleaning, catering, grounds maintenance, security, hygiene, office systems, photocopiers, departmental equipment etc.
15. Procure appropriate insurance cover in all relevant areas, advising the Head Teacher and governors of insurance requirements. Deal with any insurance claims as appropriate.
16. Ensure accurate asset records are maintained and depreciation & disposal of assets is appropriate.
17. Ensure monies for SEND place top-ups are recouped from neighbouring Local Authorities should the situation arise.

Human Resource Management

1. Manage payroll services and ensure all payroll data is complete to enable effective operation.
2. Working alongside the Head Teacher, provide annual and long-term salary appraisals.
3. Provide leadership and guidance for office and premises staff on all matters related to induction, learning & development, performance management and job evaluation matters.
4. Lead on the development, implementation and review of performance management and induction procedures for Admin Team and Premises Team
5. Prepare and review job descriptions for admin and premises staff.
6. Provide advice and guidance for all staff on all matters related to PAYE, NI, pensions and expense payments.
7. Provide the following staff with direct line management / guidance where appropriate:
 - Finance
 - Administration
 - ICT
 - Reprographics
 - Site Supervision
8. Manage and deliver a high-quality administration service to the school.
9. Ensure recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and liaise with external HR provider.
10. Undertake Safer Recruitment and Safeguarding training and be responsible for general personnel matters including employment clearance processes.

WHINNEY BANKS PRIMARY SCHOOL

Estate Leadership

1. Work with HT on the preparation of capital and maintenance projects for the school site and buildings where appropriate.
2. Develop and implement schedules of site repairs, maintenance and improvements to school buildings and grounds. Including furniture, fittings and equipment.
3. Evaluate and further develop and manage any lettings and community use of the School premises, including out of normal hours, in liaison with the Caretaker.
4. Negotiate contracts for and direct the work of site related SLAs such as cleaning, grounds maintenance etc.
5. Leadership of the catering SLA ensuring that catering standards and provision meet the required standards and are compliant with Ofsted guidelines.
6. Develop and monitor school transport services including SEND and swimming
7. Prepare and present appropriate reports on premises and resource-related matters to the Head Teacher and governing body.
8. Monitor and implement schools Health & Safety policy to comply with current legislation and to ensure the safety of all in the school.
9. Organise health and safety training for staff.

Health and Safety

1. Lead on all aspects of Health & Safety ensuring the school is compliant with all health and safety regulations. Particularly related to the use of the school site and facilities by all internal and external individuals.
2. Lead on the development, implementation and review of the school's Health & Safety Policy.
3. Advise upon and implement risk assessment procedures across the whole School. Implementing loss prevention strategies to reduce risk and insurance costs.
4. Raise awareness of Health & Safety matters to all members of the school community arranging appropriate training, in communication with HT / DHT
5. Ensure the school's Health and Safety principles are clearly communicated to all individuals who come on site.
6. Development and review of the School Premises Plan, Accessibility Plan and Emergency Plan.
7. Liaise with Caretaker to manage the security of the school site.

General

- The post holder will be expected to undertake such additional duties as may reasonably be required by the Head Teacher or Chair of Governors up to a level commensurate with the principal responsibilities of the job.
- The post holder will attend and report to Governing Body meetings as appropriate.
- The post holder will participate in arrangements for his/her Appraisal and in the identification of areas in which he/she would benefit from training and will undergo such training.

WHINNEY BANKS PRIMARY SCHOOL

- The post holder should keep abreast of developments in the administration and development of schools, and whenever possible and appropriate, attend professional development courses.
- Liaise with the LA, DfE, feeder and destination schools.
- Utilise the schools website and prospectus to improve communications with parents.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

Signed: _____

Date: _____