

## Job Description

**School:** Caverstede Nursery School

**Job Title:** Business Manager

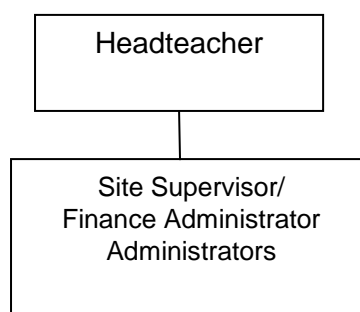
**Post No:**

**Grade:** Grade 9, SP 30 - 34

**Reports to  
(job title):** Headteacher

**Organisation  
Chart:**

**Show immediate  
manager and any  
jobs reporting to  
this post.**



**DBS Check  
applicable?** Enhanced

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?** NO

**Line Management  
responsibility for:** No. of direct reports: 3

No. of indirect reports: 4

**Size of budget:** Accounting for School Income and Expenditure Budget

Revenue Income , Revenue Expenditure

Capital Income, Capital Expenditure

### Main Duties and Responsibilities:

#### 1 Internal Responsibilities

- Responsible to the Headteacher.
- Lead and manage the administration, financial and site services support at the school, with a view to providing a strategic perspective to continually develop its effectiveness and efficiency.
- Manage all matters relating to school finances, ensuring the school complies with the Financial Management Standards in Schools and the regulations contained in the Finance Regulations
- Apply the principles of business planning; strategy, process and practices to meet current delivery targets around the sustainability of all service provision and childcare places and create business plans to reflect the needs of future school requirements
- Make a significant contribution to the Core Team (Senior Leadership Team)
- Liaise with and support the clerk of the Governing Board to coordinate the annual review cycle of all

school policies and procedures

- Be responsible for liaising with and reporting to the Finance Committee of the Governing Board
- Be an active member of the Personnel Committee of the Governing Board

## **1.2 External Responsibilities**

- Promote the school's aims and build relationships with staff, families, governors, contractors and external agencies
- Apply policies and procedures of the DfE and Local Authority (LA)
- Have a knowledge and understanding of National and Local Government initiatives in relation to the School, and to recognise the changing needs of the school to reflect future developments
- Play an active role in the LA Working Groups or Steering Groups as appropriate
- Liaise with the School Finance Advisor, Personnel Adviser and Payroll Advisor
- Ensure the role of Business Manager sits within the National standards for the Certificate of School Business Management qualification

## **2 Main Responsibilities**

### **2.1 Financial Planning, Monitoring and Fundraising**

- Develop, implement and monitor efficient business processes to maximise the effectiveness of all finance and accounting procedures.
- In partnership with the Headteacher, plan and prepare the annual budget of the school income and expenditure which supports the School Improvement Plan: to present to the Finance Committee and present and submit to the Governing Board for approval.
- Prepare management reports on monthly accounts and present to the Finance Committee
- Monitor and control actual expenditure against budget and accurately quantify accruals and forward commitments.
- Manage all financial transactions, salary processing via the payroll agency, bank accounts and VAT accounting.
- Complete monthly reconciliation of accounts, and submit required returns to set deadlines
- Provide cost analysis and statistical information as required
- Ensure appropriate information is available for Auditors when required and that follow up action is taken with regard to areas identified for improvement
- Manage service level agreements, supplier contracts and school insurance policies
- Seek out opportunities to generate income for the school, find and apply for appropriate grants
- In partnership with the Headteacher make decisions for all financial matters liaising with the Schools Finance Advisor and Finance Committee

### **2.2 Administrative Systems and Structures**

- Lead and manage the provision of support services for the school
- Lead and coordinate the strategic development of ICT Management Information Systems (MIS)
- Ensure the system of children's records is fit for purpose
- Manage the update, development and improvement of the office procedures, ensuring administrative procedures effectively support the admissions process
- Develop and streamline all paperwork and processes and ensure record keeping complies with the general data protection regulations (GDPR) and are in line with school policies and practices
- Manage the completion of all reports and data monitoring as required by the DfE accurately and within the set timescale

### **2.3 Site services**

- Support the Headteacher and the Site Supervisor to ensure the site is maintained to its highest standard and complies with the school Health and Safety Policy at all times
- Liaise with the Headteacher and Site Supervisor on Health and Safety matters and review and development of Health and Safety policies
- Liaise with the Site Supervisor/Finance Administrator over arrangements for school functions and lettings as appropriate
- Oversee the development and implementation of procedures to maintain an efficient and effective maintenance process
- Ensure the school is accessible to customers and that security policies and procedures are followed

- Complete and present requests for Capital Projects, in accordance with the Asset Management Plan, to the Headteacher and Finance Committee and to submit for approval as required
- Liaise with the Site Supervisor, Principal Architect and Project Team and oversee major projects

### 3. Personnel and Payroll

- Liaise with and support the Headteacher with the school's recruitment and selection procedures
- Support the Headteacher to develop policies in line with the requirements of personnel legislation
- Support the Headteacher in liaising with the Personnel Manager on personnel matters
- Review the staffing structure and make recommendations to the Headteacher to ensure effective deployment and financial efficiency
- Manage and maintain confidential staff records, including the Single Central Record
- Oversee the management of the school payroll through the school payroll provider, including being responsible for preparation of the monthly amendments, posting of payroll entries (sickness and absence, overtime, travel and expense claims) on the portal and the finance management system
- Preparation of reconciliations between the finance management system and budget system
- Complete and submit the school workforce census

### 4. Strategic Role and Responsibilities

- Assist the Headteacher in developing and implementing the School Improvement Plan
- Support the Headteacher to create and implement new policies and procedures to reflect changes to the Leadership and Management of the school
- Support the implementation of the management of change and the strategic overview
- Support the Headteacher to implement national changes to School Budgets, in terms of changes to the monetary value of funding methods

### 5. Responsibilities as a School Team Member

- To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles
- To work with professionalism and confidentiality at all times
- To attend the school meetings when appropriate
- To play a full and active role in the School's Professional Development including inset days
- To promote the activities of the school at all times
- To positively contribute towards the achievement of the School Improvement Plan, Professional Development reviews and other quality initiatives.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 18<sup>th</sup> April 2018

**COMPLETED BY:** Headteacher/Business Manager

## Person Specification

<b>JOB TITLE:</b>	Business Manager	<b>POST NO:</b>	
<b>SCHOOL:</b>	Caverstede Nursery School	<b>GRADE:</b>	9
<b>HOURS</b>	37 hours	<b>HEADTEACHER:</b>	Debbie Hayes
<b>DATE:</b>	18 <sup>th</sup> April 2018	<b>COMPLETED BY:</b>	Headteacher/Business Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Financial management and accounting procedures</li> <li>Effective finance and administration systems.</li> <li>Management information systems.</li> <li>Knowledge and use of databases, spreadsheets, word processing software and Financial Management Systems</li> </ul>	Schools Financial Value Standard (SFVS)  School Financial management & accounting  Personnel procedures and HR management
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Commitment to maintaining confidentiality at all times</li> <li>Effective communicator and presenter – orally and in writing</li> <li>Good interpersonal skills</li> <li>Excellent numeracy, ICT and analytical skills</li> <li>Ability to negotiate and to manage projects.</li> <li>Ability to organise workload, prioritise and work to deadlines.</li> <li>Ability to complete tasks with accuracy and attention to detail.</li> <li>Able to make decisions and accept responsibility.</li> <li>Ability to work independently but also as part of a team, making and maintaining good effective working relationships.</li> <li>Ability to see the bigger picture: national decisions impacting on the school and implementing and managing the change in policy and practice.</li> <li>The ability to converse at ease with staff, children, families and members of the public and provide information in accurate spoken English</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Managing budgets – planning, monitoring and evaluation</li> <li>Financial analysis and reporting</li> <li>Operating strategically at Senior Leadership level</li> <li>Experience in delegating effectively and supporting all levels to improve performance</li> <li>Managing and leading teams</li> </ul>	Operating in an academic environment.  Experience of project presentation.
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>English/Maths GCSE grade C or above.</li> <li>HND Business Studies or equivalent</li> <li>Certificate of School Business Management or Level 4 in an equivalent discipline</li> </ul>	Accounting Qualification, Advanced Diploma, DMS, CIPFA Degree Level Qualification
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	