



Haslingden High School and Sixth Form

JOB DESCRIPTION

JOB TITLE	School Business Manager
GRADE	Grade 12 pt 44 – 48 (£47,847 - £51,903)
HOURS	37 hours per week, full year
RESPONSIBLE TO	Headteacher
HOLIDAY ENTITLEMENT	To be taken during school holiday periods 25 or 31 days, dependent upon length of service within LCC
STAFF RESPONSIBLE FOR	Support staff: ensuring line management systems are implemented and effective.
JOB PURPOSE:	The main objectives to be achieved by the Postholder
This is a crucial, strategic role in the running of the school. The Business Manager is a member of the senior Leadership team and supports the school on its primary function of raising achievement. The main duties relate to administrative, financial, personnel and premises related matters, however flexibility and a willingness to undertake other duties of a similar nature is crucial, as is the ability to maintain confidentiality.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>Finance</p> <ul style="list-style-type: none"> • To prepare for approval by the headteacher and governors, the annual estimates of income and expenditure within standing orders and financial regulations. To obtain agreement of budgets and to monitor accounts against budgets. To prepare regular management accounts to budget holders and to report on the financial aspect of the school to the governors. • To support and advise the senior Leadership team and governing body in relation to the financial aspects of the school. • To attend meetings as required including SLT and Governors’ Resources Committee, and to provide financial advice and input as requested. • To use the Government’s benchmarking website to compare both overall expenditure/income and detailed expenditure/income against that of comparable schools in terms of size, demographics and budgets. • To use financial management information to identify areas of relative spend, assess trends and advise the SLT accordingly. • To be responsible for maintaining the school’s Financial Management Standard in Schools (FMSIS) award. • To ensure an effective link between the school financial plan and the school improvement plan – necessary to achieve the FMSIS award and sustainable school improvement. • To be responsible to the management of the school accounting function, ensuring its efficient operation according to agreed procedures. • To monitor all accounting procedures and resolve any problems, including:- <ol style="list-style-type: none"> a) The ordering, processing and payment for all goods and services provided to the school; b) Maintaining an assets register; c) Preparation of invoices and collection of fees and other dues, taking legal advice where necessary to recover bad debts. 	

- To carry out all required tasks that are required as a result of the school's cheque book status. This will include paying suppliers and sixth form bursaries via BACS, carrying out weekly bank reconciliations using cash book journals where required, moving money between school private fund and school account where required and carrying out monthly bank reconciliation and uploading to the LA.
- To liaise with, and provide all information required by, the internal and external auditors, implementing any recommendations.
- To be responsible for the Unofficial School Fund, the annual independent audit and preparation of statements of income and expenditure for governors.
- To prepare financial returns for the DfE, LA, EFA and other central and local government agencies within statutory deadlines.
- To make an active contribution to income generation within the ethos of the school and to explore, in a proactive manner, additional funding streams for the school.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support and extended services.
- To be responsible for ensuring that the in-house payroll operates efficiently and effectively by working closely with the Headteacher's PA and the Assistant School Business Manager. This will include ensuring all payroll data is accurate prior to submission; payroll is implemented effectively and all required returns submitted to the relevant agencies (HMRC, Pensions and DWP) and deductions paid over within the allocated timescales.

Leadership and Management

- To have overall responsibility for the efficient and effective operation of school support staff.
- To ensure there is an effective appraisal system for support staff.
- To have line management responsibility for the in-house catering, cleaning and site teams
- HR management of support staff including recruitment and selection, induction, deployment, training and professional development, appraisal and conflict resolution.
- To formulate, monitor and implement the school's health & safety policy, to comply with the requirements of the Health and Safety at Work Act and other legislation.
- To oversee the completion of the relevant paperwork for staff appointments, changes to contracts and terminations, monthly absence returns and other related forms required by the LA and DfE.
- In liaison with the headteacher oversee and monitor contracts, hours etc of all staff in school and advise the governors accordingly.
- To oversee systems to ensure the school maintains up-to-date personnel records on all staff both electronically and in paper form.

Premises / Health & Safety

- To have line management responsibility for the site team.
- To use the Government's benchmarking website to compare both overall expenditure/income and detailed expenditure/income against that of comparable schools in terms of size, demographics and budgets.
- Establish and manage as a delegated responsibility from the headteacher, and in collaboration with the site managers, all aspects of health & safety, including appropriate risk assessments and hazard identification.
- Willing to study for an accredited health & safety qualification (for example, NEBOSH National Diploma or equivalent)
- To oversee the maintenance of the school site and buildings in conjunction with the site Managers, liaising with outside agencies as appropriate.

- To oversee the management of the installation and maintenance of equipment for protection against, and escape from, fire. To keep records of, and initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To liaise with the LA and contractors on major building projects, managing the school's response to on-site building.
- To attend Governors Resources Committee meetings, providing detailed costings and prioritisation lists to enable the school to plan for future development improvements, both within the Asset Management Plan and within budget constraints.
- To oversee the preparation of bids for building and environmental developments.
- To oversee the purchase, repair and maintenance of all furniture and internal fixtures and fittings.
- To oversee the arrangements for the letting of the school premises and to maximise the use of the extended school activity.
- To act as Premises Manager, ensuring buildings and contents are compliant with LCC's requirements relating to inspection and maintenance schedules.

School Administration

- To manage, through the Office Manager where appropriate, the administration functions and associated resources of the school.
- Oversee the implementation and accuracy of appropriate management information systems (MIS). Have a full understanding of the role of the SIMS (School's MIS) manager.
- To develop an understanding and knowledge of the post-16 elements within SIMS to ensure the school receives the correct funding.
- Ensure that all data returns are submitted as required e.g. the 3 termly pupil level censuses and School Workforce Census
- Ensure all pay related elements with the MIS (SIMS) are kept up to date to reflect pay increases and any changes to NI and Superannuation rates in order to project accurate salary commitments within the Finance package (Finance 6).
- Ensure all necessary licences and permissions are obtained and readily available.
- Ensure appropriate public liability and employer insurance policies are in place.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for Learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participation in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.