



Hamp Nursery and Infants School

Job Description: School Business Manager

Name:

Grade: 11/10

Hours per Week: 37

Reports to Head Teacher

Main Purpose of the job:

- Is a full, equal and active member of the Senior Leadership Team, having specific responsibility for the professional leadership and strategic direction and comprehensive management of financial, administrative and premises services and related staff in the school to support high standards of teaching, learning and achievement for all pupils within the overall aims of the school. Undertakes a major role in developing and implementing strategies for change throughout the school.
- To be an ambassador for the school when meeting parents and other visitors. To be responsible for all aspects of the development and effective operation of the finance and premises function of the school, regularly reporting to the Head Teacher and Governors to assist them in maintaining an effective, smooth running and viable establishment. Work with the Senior Leadership Team to provide clear strategic financial planning for a budget over £1.5 million.
- Is responsible for the shared management of the Nursery, which operates as a business providing childcare for children aged 2/3.

Main Areas of Responsibility

1. Support for the school ethos:

- Provide short, medium and long term strategic planning and direction through the provision and development of support services within the school.
- Be aware of and comply with the procedures and legislation relating to child protection and safeguarding.
- Be aware of and support difference and ensure all pupils and adults have equal access to opportunities.
- Contribute to the overall ethos/work/aims of the school.

2. Administration

- To lead and manage the school administrative function; to model and promote the highest professional standards across the team. Planning and support of staff development, recruitment, guidance and discipline.
- To lead the office as a communications hub using technology to continually improve the efficiency and reach of school communications.
- Undertaking general office, reception and administrative duties as required.
- To keep up to date with changes, including through attendance at ADL meetings, electronic communications etc.
- To work with ICT support contract to ensure that all ICT systems are functioning and all systems are secure. Support staff in addressing day to day IT issues.

- To act as the Data Protection Lead for the school ensuring all systems are secure, monitoring and reporting any breaches to the Head Teacher and Data Protection Officer. Advise all staff on Data Protection issues.
- To ensure that the school office team consistently provides a positive and effective first point of contact for pupil, staff, contractors and visitors.
- To resolve queries as appropriate, being aware of when it is appropriate to escalate issues.
- To ensure effective monitoring of the school email systems.
- Regularly update the website to ensure information is up to date and relevant information is communicated to parents and the public.
- To ensure that all communication issued via the school office is of a consistently high standard and reflects well on the school.
- To administer the operation of remote learning systems (google classroom) and other systems put in place when necessary. Report data as and when necessary to DFE (eg Covid absences etc).
- To assist the school in the reporting of pupil attainment results to statutory bodies.
- To assist the school in response to critical incidents being part of the critical incidence response team.

3. Finance and Premises

- To provide clear strategic leadership and management for all financial and business functions. Develop and manage systems for budgetary and financial planning and control, including financial monitoring, cash management and credit control in order to optimise best value and maximum efficiency. Undertake tendering processes as and when necessary.
- Manage the schools response to local and national initiatives in so far as they affect financial, administrative, personnel and premises issues. Report on and monitor spending on grant funding.
- Strategically ensures the most effective use of resources in support of the school's learning objectives and School Development Plan
- Is responsible for advising on, preparing and creating the school budget for agreement by the Headteacher and the Governing Body. Monitors, interprets and advises on the school budget. Responsible for operation of the schools financial duties, analyses information, prepares end of year balances and reports as required by the Local Authority and Governors, completes monthly reconciliation of school accounts system to LA system. Attends Governors meetings to report on all financial and premises issues.
- Operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
- Provide advice and guidance on all personnel issues ensuring all staff receive a contract of employment, undergo DBS and medical checks and are paid at the appropriate level in a timely manner. Complete staffing returns to HR admin and payroll.
- Co-ordinating and completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services.
- Develop, plan and manage the upkeep and capital development of the buildings and grounds, their security, maintenance of furniture and equipment ensuring that the school secures value for money in its supplies and services providing and environment conducive to student learning and the wider community.
- Ensure the school is cleaned in accordance with the methods and frequency defined.
- Advise on the use, development and maintenance of the administration ICT equipment, maintain the schools inventory and carry out necessary Risk Assessments on all aspects of school premises.
- Maintaining premises related functions including line management of staff to ensure compliance including H&S. Keep risk assessments up to date, using EEC and RAMIS reporting websites.

4. Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security
- Contribute to safeguarding the welfare of children in the school. Contact parents when pupils are unwell or injured.
- Maintain the security of property in a way that is consistent with the school's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.
- Maintain and keep up to date the School's Single Central Record.
- Assist in maintaining the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges.
- Advise, guide and make recommendations to the Governing body and Senior Management of the school on legislation, personnel, administration, Health & Safety, finance, building and contract management to support the school decision-making process
- Be an emergency contact for the full range of incidents, to ascertain the problem and take appropriate action for resolution, both during and outside normal working hours

5. Accountability, Performance and Line Management

- Undertake annual performance management reviews of the administrative and premises staff of the school.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings as appropriate.
- Appreciate, respect and support the role of other professionals.

6. Other

- Undertake such other duties as directed and required from time to time.

It is agreed that this job description is a fair and accurate statement of the requirements of the job

Job Holder.....Date.....

Head Teacher.....Date.....