**JOB DESCRIPTION**

**Job Title**: School Business Manager - Rigby Hall

Scale: PO2 - 37 hours per week – Full Year – holiday entitlement will be 25 working days with an additional 5 days following 5 years service. All holiday leave to be taken in school holidays.

Responsible to: Headteacher

Direct Supervisory Responsibility for: Teaching Assistants, Administrative, Caretaking, Cleaning and Catering staff

Important Functional Relationships: Internal: Headteacher, Governing Body, Deputy Head, Assistant Heads, SMT, Teachers, Support Staff and Pupils

External: Parents, LA Officers, County Council Advisors, District Council Planners, Suppliers of Goods and Services, Contractors, Building Surveyor, Neighbours and other schools

The post of the Business Manager at Rigby Hall is a demanding, but rewarding appointment. Although primarily responsible for the efficient day to day management of the support elements and infrastructure of the school, the position provides significant opportunities to actively support the pupils in numerous unspecified areas.

Main Purpose of Job

To be responsible for: the management of all aspects of financial practices and procedures associated with the School’s delegated budget and devolved funds so as to ensure legitimate and appropriate spending and budget management. The school site and its buildings, facilities, grounds, fabric and furnishings, their maintenance, development and efficient use. To be part of the school Senior Leadership Team, reporting on school finances and providing advice on matters relating to finance, staffing and health and safety issues.

**Duties & Responsibilities**

**Strategic Role**

1. To attend school leadership meetings and to lead at a strategic level on financial planning, resources, staffing, personnel, systems, IT systems throughout school, health and safety, marketing and estate management.
2. To have full management responsibility, including appraisals for staff, including Administration staff, Caretaking and Cleaning staff, Kitchen staff, Lunchtime supervisors and Technical staff.
3. To contribute to the development of the School Development Plan, including the school’s long-term strategy for the future development of the school.
4. To prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Headteacher, Governors and the School Leadership Team.
5. To maximise income generation within the ethos of the school. To manage all income generating schemes including lettings. To advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects as appropriate.
6. To be responsible for all aspects of the school’s risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
7. To liaise and negotiate with providers of goods and services and third party contractors, including negotiations relating to terms of service level agreements with LA departments in accordance with Best Value frameworks. To conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors.
8. To understand the effects and implications of government policies, legislation and directives.

Finance

* 1. To Assist in the development of the school finance policy, health and safety policy, pay policy and charging and remissions policy.
  2. To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a long term financial strategy for the future development of the school.
  3. To monitor and control each department’s spending on an ongoing basis and to liaise with the School Leadership Team to ensure ongoing awareness and control of individual departmental budgets.
  4. To advise budget holders on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends.
  5. To consult upon and prepare the school budget for approval by the Headteacher and Governing body.
  6. To produce regular reports regarding the school’s financial status to all budget holders, the Headteacher, the School Leadership Team and Governors to include warnings of overspends. To prepare financial returns for the DfE, LA and other local and central government agencies as required.
  7. To attend Governors’ meetings to provide financial reports and reports on all premises related matters including health and safety.
  8. To ensure appropriate procedures and systems are in place for the raising of invoices, to include monitoring of debtors and pursuing outstanding debts.
  9. To supervise procedures for the receipt and deposit of money collected throughout the School from external sources.
  10. To monitor all school bank accounts, ensuring appropriate use of each account and regular reconciliation of bank statements.
  11. To oversee all credit card purchases and ensure systems in place for timely coding of purchasing.
  12. To ensure appropriate security arrangements and authorisation for the processing of all purchase orders, payments and petty cash transactions.
  13. To be responsible for the security arrangements for cash held in the school and banking procedures.
  14. To regularly review school accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
  15. To be responsible for the production and updating of school financial procedures in accordance with financial regulations and audit requirements.
  16. To maintain close relations with the LA Education Finance and Audit teams.
  17. Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations.
  18. Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances and handle any claim that arises.
  19. Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
  20. Submitting capital bids to the LA, monitoring and controlling capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
  21. To write bids for funding as required.

**Human Resources**

1. Full management responsibility, including appraisals, for staff including Administration staff, Caretaking and Cleaning staff, Kitchen staff, and Lunchtime supervisors.
2. To act as line manager to the Administrative Staff, Catering Manager including kitchen staff and lunchtime supervisors, Cleaners and Site Supervisor.
3. Hold regular team meetings with managed staff.
4. To advise the Headteacher and Governors with regard to the assessment of salaries and personnel policies and procedures. To give advice to Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.
5. To co-ordinate and participate in the recruitment and selection of new staff within the areas of responsibility.
6. To carry out induction and probation meetings with all non-teaching staff.
7. To ensure regular appraisals are conducted for all staff within the areas of responsibility and make arrangements for the necessary staff training in accordance with identified development areas for staff and operational requirements.
8. Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
9. Manage the sickness absence within school for **all staff including teaching staff**, including back to work interviews, referrals to occupational health and sickness absence monitoring meetings.
10. Manage staff attendance and leave, to ensure a continuous service throughout the year.
11. Maintain an absence database for all staff.
12. Produce organisational and complex advisory personal support to **all staff.**

**Estate Management**

1. To be responsible for the school site and its buildings, facilities, grounds, fabric and furnishings their maintenance, development and efficient use.
2. In co-operation with the Headteacher and Governors, compile and implement a premises Development Plan including energy conservation.
3. In co-operation with the Fire Service, to be responsible for the installation and maintenance of fire extinguishing and evacuation equipment. To initiate regular fire alarm tests and evacuation drills, and ensure appropriate records are kept.
4. To manage all aspects of any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies.
5. To be responsible for ensuring the necessary buildings, contents and employers liability insurance arrangements are in place.
6. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use.
7. To be responsible for devising, reviewing and updating the school disaster recovery plan through consultation with the Headteacher, and to ensure such procedures are clearly communicated to all staff and members of the school management team.
8. Ensuring the appropriate placing and monitoring of all service contracts.
9. To liaise with the cook in charge over all school meal issues including costings, ingredients, equipment, staffing and other related issues.
10. To deal with all external agencies delivering services to the school and to oversee all aspects of tendering.
11. Meet annually with the Acivico and revise the Suitability Assessment Survey and Asset Management Plan

**Whole School Administration**

1. Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
2. To manage and advise on the IT structure throughout the whole school including purchasing of all new equipment.
3. Manage the efficient and effective running of the general office as one of the school’s main point of public contact, as well as the centre of daily administration.
4. Maintain and upgrade the data system and train staff as appropriate.
5. To ensure the school is GDPR compliant and to act as a Data Champion.
6. Ensure all policies are up to date and compliant with statutory guidelines.
7. To ensure that inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate and the relevant controls take place for audit purposes.
8. To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety.
9. To maintain pupil records.
10. To comply with child protection procedures and maintain a single central record.
11. To be responsible for the DBS records for all staff in the school.
12. To be aware and to adhere to applicable rules, regulations, legislation and procedures e.g. School Equal Opportunities policy/Code of Conduct), national legislation (Health and Safety, GDPR)
13. Contribute to the school’s website content.
14. Meet with the transport officer as required to arrange pupil transport for the school year.

**Membership of the Leadership Team**

1. To be a full member of the Senior Leadership Team attending weekly and other meetings as appropriate and providing the teaching members of the team with quality advice, plans and solutions, where appropriate.

2. To be responsible for making a significant contribution to the strategic development and implementation of a regulatory framework to enable the school to comply with legislation on GDPR, Copyright and Freedom of Information. To be responsible for ensuring the school and other users comply with the legislation.

3. To oversee / supervise the Site staff in order to ensure best value in management of the premises. This responsibility will include providing the strategic direction and developing and implementing long term plans for the school site. To work with Governors and the LA in the development of the site and implementation of strategic plans in compliance with Health and Safety regulations.

4. To undertake other management and leadership duties as may be required from time to time in furtherance of the work of the school.

**General Responsibilities**

1. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
2. To be responsible for your own continuing self-development, undertaking training as appropriate - including Child Protection and Safer Recruitment Training.

This job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of appointment as determined by the Headteacher.

These responsibilities may be reviewed at any time with due consultation.

Signed ………………………………………. Date………………………………..

Signed ……………………………………….. Date ……………………………….