



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527

Head Teacher: Jo Sassienie

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JOB DESCRIPTION: SCHOOL BUSINESS MANAGER

Post: School Business Manager, term time, plus additional days to be worked during holiday periods, as agreed with the Head Teacher

Responsible to: Head Teacher

Salary Grade: PO4 sp. 41 – 44

Currently £ 37,476 - £40,218 (FTE i.e. 5 days per week, all year round). *Pro-rata based on number of days per week and term time only.*

Starting Date: 1st September 2017

Purpose of the post:

To lead the financial management and planning, contribute to the strategic management of the school and advise the Governing Body and Head Teacher on all matters of a financial and operational nature to enable high quality teaching and learning throughout the school. To manage the operational functions across the school including HR, IT, premises and extended school provisions.

To act as line manager to school administrators, extended school and premises staff, caterers, IT technicians, meal supervisors and be responsible for their efficiency and effectiveness in meeting the needs of the school (via performance management).

Financial Planning

- Prepare the annual budget as part of the three to five year financial plan.
- Prepare the financial reports as required by the Governing Body, Department for Education, Education Funding Agency, HM Customs & Revenue and any other organisation required to fulfil the commitments of both the Trust and the school.
- Plan the cash flow of the school and implement creditor and debtor policies and procedures.
- Ensure the effective operation of financial control within the school, and ensure it receives value for money in all its expenditures. Ensure that contracts with suppliers are reviewed regularly for both quality and value for money.

- Develop appropriate financial procedures and work with budget holders to ensure compliance.
- Devise appropriate accounting procedures to control, monitor and disburse the school budget, including routine financial arrangements.
- Develop and keep updated the computer based financial and management accounting systems for the school.
- Develop the school's donation scheme both in terms of generating income and monitoring expenditure.
- Work with Governors and Senior Leaders to develop a long term financial strategy for the school, including the generation of new income streams to support the ethos of the school.

Financial Management

- Prepare and implement policies concerning the buying and ordering of all supplies and services.
- Ensure all income is received/claimed promptly including but not limited to VAT, SEN, Pupil Premium, UIFSM, premises lettings, grants for security services etc.
- Ensure the school's financial systems (including MIS) are kept up to date and all payments are made on time.
- Prepare management accounts for the Head Teacher and Governors on a regular basis.
- Monitor cash flow and ensure the school secures maximum benefit from financial management.
- Prepare for and oversee the annual audit and preparation of annual accounts and annual return. Ensure deadlines are met.
- Oversee any Capital projects including both premises and IT related.

HR including Payroll

- Support the recruitment process for new staff, ensuring compliance with the Safer Recruitment Policy and ensuring contracts of employment are issued promptly and work with the Senior Leadership Team to plan induction for new starters.
- Carry out all pre-employment vetting checks and ensure the school's Single Central Register is accurate and up to date and that safeguarding procedures as followed.
- Ensure all pay awards are implemented correctly and payroll providers kept up to date.
- Monitor staff absence and ensure in conjunction with the Head Teacher that absence management procedures are followed.

- Maintain confidential HR files and ensure all documents are in place.
- Make arrangements for an effective payroll system and oversee the monthly payroll and ensure compliance with all relevant legislation. Ensure the payroll provider makes all payments to staff and relevant bodies (pension providers, PAYE etc.)
- Deal with all HR matters relating to salary and Inland Revenue queries. Advise Head Teacher and deal with matters relating to salary assessment, maternity/paternity procedures, redundancy, capability and disciplinary issues.
- Have an awareness of HR issues and where appropriate liaise with an HR Service provider on complex issues and ensure all process and systems are legal and compliant with systems and policies.

Asset Control

- Ensure accurate records are kept of all school assets.
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all Trust's assets.
- In conjunction with the Head Teacher prepare any capital purchase programme for approval by the Governing Body.

Insurance Arrangements

- Make arrangements for insurance cover as required by Governors and/or Head Teacher.
- Liaise with brokers/Insurance companies regarding claims, dealing with all correspondence and communications.

Leadership Team

- Assist the Senior Leadership Team, in the preparation of the school's annual development plan.
- Provide leadership, line management, motivation and support for support and administrative staff, ensuring that appropriate standards of behaviour and performance are demonstrated at all times. Carry out staff appraisals in line with school policies.
- Participate in the implementation of the school's HR policies and procedures in ensuring they are embedded across the school.
- Proactively implement the school's policies and procedures.

Governance

- Attend all Full Governing Body and Finance Committee meetings and ensure governors are given all the necessary information, both at the meeting and in advance, papers to discharge their duties effectively.
- Ensure minutes of all governor meetings are securely stored and disseminated to all appropriate individuals (including via the school's website).
- Keep accurate records of all Governor training.
- Contribute on a termly basis to the Heads report to Governors.
- Advise Governors responsible for health & safety, safeguarding and any other areas of school operations as required.

Premises Management

Oversee the work of the Premises Manager to ensure that

- The highest standards of maintenance of school site and buildings are delivered.
- Appropriate health and safety policies and procedures are in place and adhered to.
- Working with the Premises Manager to lead the planning and implementation of new capital and refurbishment projects.
- Working with the Premises Manager ensure that Risk Management is consistently implemented, that hazards are identified and that there is effective monitoring of health & safety issues at all times.
- The Disaster Recovery Plan is prepared and reviewed and updated on a regular basis.
- Expenditure (including any capital expenditure) on buildings and grounds is monitored and controlled in line with the agreed budget.
- Ensure all statutory checks of premises are undertaken as required and that the highest levels of maintenance including cleaning across all areas of the buildings and site are maintained.
- Manage (on going monitoring of service and cost) of all Service Level Agreements and contracts and ensure value for money.
- Oversee the work of the Premises Manager with regard to Premises lettings and develop the lettings capacity to generate additional income.

Operations

- Respond to any Freedom of Information requests on a timely basis.
- Oversee and support the work of catering and cleaning providers and the operational aspects of the lunchtime arrangements to ensure that an excellent service is provided.

- Working with administrative staff to oversee and have an understanding of their work and e.g. MIS, school trips, extended school arrangement and admissions (annual or in year).
- Oversee security (invacuation & evacuation procedures). Ensure that a suitable security contract is in place so that the school has a level of security consistent with its ethos and needs.
- Oversee the school's website & prospectus
- Work with the IT co-ordinator to ensure that the IT infrastructure is maintained and advise on future developments and procurement.

Additional Duties

- All members of Eden Primary staff are expected to undertake lunchtime duties either in Café Eden or the playground.
- Carry out other reasonable tasks from time to time as directed by the Head Teacher.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.