



## **St Agnes' Catholic Primary School and Nursery**

### **Job Description**

#### **School Business Manager**

**Hours:** Monday–Friday 8:00am–4:00pm (Term Time Only)

**Scale:** Barnet Unified Reward Grade K (dependent on qualification and experience)

**Salary:** £49,586-£54,230 (£56,376-£61,653 FTE)

**The family of St Agnes' Learns, Loves and Grows together as followers of Jesus.**

#### **Purpose of the Job**

- Act as a positive role model, promoting the school's values and Catholic ethos in your daily work.
- To strategically advise the school leadership team on all aspects of management in relation to non-teaching administration.
- To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines.
- To manage the financial and administrative functions in the school.
- To assist in the management of all financial resources of the school and to be a high-level administrative resource, advising on personnel and procurement, coordinating and monitoring all contracts.
- To ensure that the admin support staff are deployed in an effective way in order to provide an efficient administrative service to the Governors, Leadership Team and teaching staff. To service the Governing Body, as required and manage the Site Manager.
- To jointly develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all legal requirements are met.
- To assist with income generation, including letting of school's facilities.
- To ensure a high standard of confidentiality and integrity in all school matters.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Data and Management systems**

- To oversee the development of all management systems in the school.
- To ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
- To support and train other staff in data management and administrative systems.

##### **Finance and Procurement**

- To have oversight in conjunction with the Headteacher, all matters relating to the administration of school finances, including bank accounts, in accordance with the Standards for Financial

Administration in Schools issued by the local authority, to a high standard of efficiency. Provision of management information to Governors and the Leadership Team.

- Keeping all school accounts and preparing income and expenditure reports in accordance with DfE regulations; preparation of accounts for submission to auditors and returns to the LA as necessary.
- Manage procurement undertake best value review, including an annual review of all service contracts with all existing providers.
- To undertake responsibility for and use of the school's I.T. finance systems (Arbor, excel etc) to keep financial records.
- With the Headteacher/Deputy undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors. Allocate the agreed budget to specific budget holders.
- To take an overview of the school budget and advise the Leadership Team of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions. To produce budget monitoring and other financial reports for the governors.
- Maintenance and oversight of bank accounts, VAT accounting /returns and payment, cash handling, /or maintenance of relevant school web applications to ensure the school is cashless.
- Comply with financial reporting requirements and submit statutory returns, including to ensure VAT returns, end of year accounts, budget monitoring ready for external audit and presentation to governors.
- To update local finance related policies as required.
- Monitoring payments of salaries by the school's payroll agency ensuring that returns are completed to deadline e.g. pension, taxation and NI.
- Oversight of ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school.
- Ensuring maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets.
- Analysis of costs and other statistical information and supervising the computerised financial system.
- Responsibility for seeking professional advice on insurance for the whole school. Implementing the approved insurance, and handling any claims that arise.
- To be responsible for the arrangements for school facilities, including catering, transport, booking facilities for out of school activities.

## **Human Resources**

- To have responsibility for all administration support staff including the site manager, catering contractors, making best use of the physical, financial and human resources available.
- Ensure staff records including computerised staff records are up to date, and secure, including the Single Central record, all sickness and other absences, identify sickness management issues and raise with the Headteacher.
- To check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
- To liaise with relevant agencies/bodies on recruitment of agency staff, pay and other pay related matters.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider

- Conduct reviews of the school's staffing structure with members of the Leadership Team to ensure effective deployment of staff and financial efficiency
- To ensure the timely completion of data returns e.g. annual DfE return (census).
- To prepare reports for Governors Finance and Premises Committee as required.

### **Premises /Health & Safety**

- To have responsibility for the management of the premises to ensure that buildings, grounds and facilities are developed and maintained to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first -class resource for the community.
- To manage lettings, ensuring they are consistent with the values of the school.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise risk assessments, health and safety training for staff and ensure all staff remain up to date with such matters.
- To strive to create an environment that is welcoming, attractive and stimulating, as well as functional.
- To prepare reports for Governors Finance and Premises Committee as required.

### **Information and Communication Technology**

- To ensure that all administrative staff are adequately trained in the Financial and administrative ICT software.
- To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within the relevant legislation.

### **General Management**

- Track all school policies and ensure they are updated in accordance with the policy review schedule
- To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade;
- At all times carry out duties with due regard to the school's Health and Safety Policy.

### **Marketing and pupil recruitment**

- Manage targeted advertising campaigns and community outreach to increase awareness of the school and attract new families. E.g. Newsletter and website
- Work closely with the Headteacher and leadership team to promote the school's vision, achievements and strengths within the local community.
- Coordinate and promote open days, tours and transition events to support recruitment and engagement with prospective parents.

### **Personal Responsibilities**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.

### **Performance Standards**

- To ensure that all visitors including parents feel welcomed and the catholic ethos of the school is met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

*Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.*