

Broadwater C E First and Middle School  
Job Description: School Business Manager

Grade: 9 to 10 pro rata (depending on experience)  
Hours: 35 per week (Term time only)  
Responsible to: Head Teacher

Main Purpose of the Job:

To be responsible for all, or the majority of the disciplines of Finance, Personnel Management, Premises and all matters within the management of the school which are supportive to, but do not involve, the teaching function.

Main Functions

1. To be responsible for strategic planning aspects, including all financial implications and ensuring the school makes best possible use of the resources available and gives value for money, as well as ensuring that spending and budgets set are in accordance with school policies and priorities.
2. To be responsible for the managing the day to day financial requirements, such as school resources, and to be responsible for contracts (such as photocopier) including the school budget and the school's other funds.
3. To prepare, for approval by the Head and Governors, the annual estimates of income and expenditure, including the monitoring and analysis of spending trends. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
4. To use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and forecasts, and directly advise leadership accordingly.
5. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by conducting at least an annual review.
6. To monitor all accounting procedure and resolve any problems, including
  - The ordering, processing and payment for all goods and services provided to the school
  - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
  - Oversee an assets register (maintained by IT Technician)
  - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
7. To prepare the final accounts and liaise with the auditors and ensure compliance with legal and national requirements. To provide detailed management accounts for the Governors and Headship team according to an agreed schedule, reporting immediately any exceptional problems.
8. To prepare all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines.
9. To maximise income generation within the ethos of the school and to report to governors, including applying, where appropriate, for grant funding.

### Personnel Management

10. To be responsible for general personnel matters in consultation with the LA (or whoever responsibility lies with in the future) e.g. ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. and provide the head and Governing Body with advice on personnel procedures.
11. To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
12. To provide line management for premises, administrative, IT and MMS staff. To manage the functions and efficiency of the school office and the office team. To be involved in appointment of relevant staff. Specifically to carry out performance appraisals of all office staff and Premises Officer.

### Premises

13. To monitor, in liaison with the Premises Officer and Head, the maintenance of the school site and the building, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating domestic hot water, cooking, ventilation, water softening, energy conservation etc.
14. To monitor, in liaison with the Premises Officer and Head the installation and maintenance of equipment for protection against and escape from fire, regular fire practices, alarm tests and to ensure that emergency procedures are current and timely.
15. To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
16. To oversee the negotiation, manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the school energy supplies
17. 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, with particular reference to the local community.

### Risk Assessment

18. To support the Premises Officer in effective Risk Management, for example, in Health and Safety and in the management of third party service contracts.
19. To know about risk assessment tools and how to use them to establish hazards with the school and the associated risk involved.
20. To prepare, present and maintain an emergency recovery plan and establish its place within the management procedures of the school.

### Academy Status

21. To research aspects of academy conversion alongside the Headship team and Governors. Be involved in the decisions, preparation and conversion and then fulfil the role of Business Manager of the Academy (whenever that should be).

### Other

22. Attend LMT+ and relevant Governor meetings when required. Present specific aspects to LMT and Governors and prepare reports that may be requested.
23. Maintain and update all policies relating to areas of responsibility
24. Keep up to date with best practice by attending relevant courses.
25. To be responsible for the setting up of the new academic year recording system each year.

This Job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify any reconsideration of the grading of the post.

## Broadwater C. E. School

### Appendix to All Staff Job Descriptions

As part of the team at Broadwater C. E. School, these general principles underpin all job descriptions.

#### Social

All members of the school will foster good relationships and good manners. They will

- Set an example and encourage children to develop personal responsibility and acceptable behaviour
- Encourage children to keep to our Behaviour Guidelines
- Be a good role model for the pupils, including following our No Smoking Policy.

#### Health and Safety

- Ensure general safety and care is adhered to at all times
- Assist with First Aid where appropriate certified training has been undertaken
- Be aware of the County Guidelines for Health and Safety and the schools own 'Health and Safety Policy'

#### Confidentiality

- Refer parents who approach you for information to the class teacher or headteacher
- Maintain strict confidentiality about all school matters
- Show loyalty to the school community

#### Child Protection and Safeguarding the Welfare of Pupils

- Following the schools Child Protection Procedure and Guidelines for Working with Children and Young People
- Report any Child Protection issues or concerns to the Child Protection Officer with responsibility for promoting and safeguarding the welfare of pupils