

Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Post:	School Business Manager
Grade:	NCJ Scale 6 – SO1
Responsible to:	Headteacher

Purpose Of Job:

To make a major contribution to the successful management and administration of the school and its day-to-day efficiency.

Job Specification

Member of the Senior Management Team of the School

Establish and monitor all school financial transactions

Property maintenance

Management of non-teaching staff

Promotion and marketing of school

Main Responsibilities:

To have oversight of all matters relating to the administration of all school finances and to ensure such matters are handled in accordance with regulations to a high level of efficiency. This particularly applies to the provision of management information and operation of local bank account.

1. Management of school fund and associated bank account ensuring audit carried out at year end.
2. Preparation of budgets with accountancy advice within timetable for final approval. Advising on budget position and budget preparation having an oversight of all accounts - reporting difficulties to Headteacher and Heads of Department.
3. Ensure school complies with VAT legislation.
4. Ensure banking/accounting of all monies.
5. Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations. Monitor quality of purchases. Seek out new suppliers.
6. Special projects
7. Monitoring payroll information, checking for accuracy and ensuring compliance with pay policy.
8. Liaison with appropriate staff and co-ordinate expenditure across all school areas.
9. Locating, collating analysing, and presenting information.
10. To have overall responsibility and direction of all support staff including caretakers and cleaners making the best use of physical, financial, and human resources available. Recruiting, interviewing and appointing. Developing and implementing an induction process and training for all new appointments.

11. To be responsible for ensuring the fabric of the building, furniture and fittings are maintained. Seeking out new suppliers and ensuring contractors meet the required standards - grounds maintenance.
12. To be fully conversant with Health and Safety regulations and ensure they are complied with.
13. Promote and establish arrangements for use of school premises for school and non-school activities. Develop mutually beneficial links between the school and the wider community.
14. Development and maintenance of computer systems ensuring current systems answers and operates effectively keeping abreast of new technology, advising and recommending as required.
15. Ensure timely and effective support to Governing Body by organising, attending and minuting their meetings and providing general support to ensure the effective conduct of their business in accordance with the articles of government.
16. Any other duties relevant to the post.