

## Sherston C of E Primary School

Job Title:  
School Business Manager

Grade I (£33,366 - £35,235  
pro rata)

### **Organisational information:**

Responsible to:  
Headteacher

Responsible for:  
School budget in excess of £800,000  
Finance, Office and Site staff  
Personnel management

### Functional links with:

Governing body, school senior leadership team, service providers, Wiltshire Local Authority, local schools, businesses and other stakeholders, EFA, DfES, auditors, contractors.

### **Main Purposes of Job to:**

- Act as School Business Manager.
- Lead the successful financial management of Sherston C of E Primary School.
- Provide strategic vision and leadership in all aspects of budget and finance.
- Lead and line manage the staff of the school administration office
- Lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with SLT, budget holders and governors, ensuring that legal and safety requirements with regard to people and property are maintained.
- Liaise with Payroll provider to ensure accurate and timely payment of salaries to staff, deductions and payments to statutory bodies and pension funds.
- Provide strategic vision and leadership in non-teaching personnel and administration.
- Prepare for approval by the Governing Body such financial returns as are required by statutory bodies.
- Play a key role in the management of the school, working with the Governing Body, and as a member of the Senior Leadership Team, participating in decision making and sharing collective responsibility for the leadership and management of the school.
- Ensure all appropriate records are kept and statutory requirements met

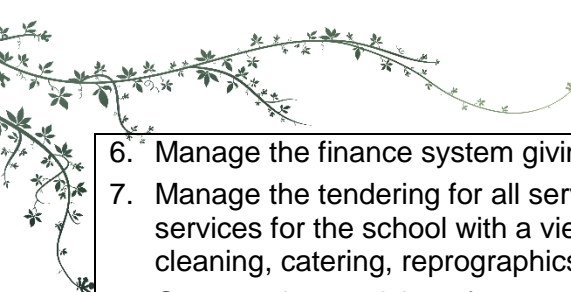
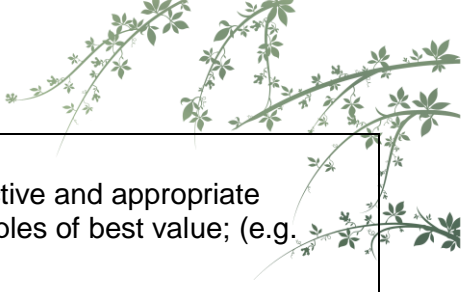
### **Main Responsibilities / Accountabilities:**

To be responsible for

- All aspects of the strategic management, monitoring and reporting on the school's finances, giving guidance to the governors, Head Teacher and other senior colleagues.
- All day-to-day finance including payment of invoices/generating invoices, bank reconciliations.
- Health and Safety and premises matters relating to the school site and staff.
- Leading on income generation, including lettings, wrap-around childcare and grant applications.

### **Job Activities to:**

1. Plan, develop and monitor the schools budget for the immediate budget year and at least two further years forward.
2. Monitor income and expenditure against the budget, making recommendations concerning under- and over-spends and producing reports for budget holders.
3. Organise the production of regular accounts, including monthly management accounts and at year-end in conjunction with the school's external auditors.
4. Co-operate in, initiate and manage audit procedures and financial compliance checks as necessary.
5. Oversee management of income including online payments.

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6. Manage the finance system giving guidance to other users.
  7. Manage the tendering for all service contracts to obtain the most cost-effective and appropriate services for the school with a view to ensuring the school adheres to principles of best value; (e.g. cleaning, catering, reprographics, telephones).
  8. Oversee the provision of correct information for payroll, financial and other returns.
  9. Complete ESFA Returns (Land and Buildings, Budget Forecast Return).
  10. Oversee the management, maintenance and development of the school site and its facilities, in conjunction with maintenance organisations, Caretaker and Head Teacher.
  11. Process VAT claims.
  12. Secure sponsorship and bid led funding as available and to exploit all opportunities to generate income and account properly for all grants, gifts and donations.
  13. Ensure that the schools and their activities are properly insured and that claims are made and responded to in the laid down manner.
  14. Ensure that a disaster recovery plan is in place and kept up-to-date.
  15. Be responsible for the provision of effective IT facilities for finance.
  16. Supervise the procurement procedures for both major and minor purchases through to final correct payment for goods.
  17. Liaising with Payroll provider to ensure accurate and timely payment of salaries to staff, deductions and payments to statutory bodies and pension funds.
  18. Recording staff absence and contributing to arranging cover when needed
  19. Manage the recruitment process.
  20. Maintain the Single Central Record of safeguarding checks.
  21. Produce Staff Payroll statements every September.
  22. Oversee the letting of the school's facilities, maximising income.
  23. Maintain all finance contracts and leases.
  24. Maintain business insurance.
  25. All aspects of the strategic management, monitoring and reporting on the school's personnel, employment law and guidance to the governors, Head Teacher and other senior colleagues.
  26. Undertake major projects in any of the areas of responsibility, prepare appraisals and bring forward recommendations, meeting budgets and deadlines as necessary.
  27. Attend governing body meetings as required and work with governors on matters arising.