

Bracknell Forest Council – Job Description

Job Title: School Business Manager/Bursar	Section/Location: Fox Hill Primary School
School: Fox Hill Primary School	Grade/Salary Range: BG-G (SCP 25-30)
	Working Pattern: Hours per week: 25 per week term time, plus 2 weeks and INSETs.

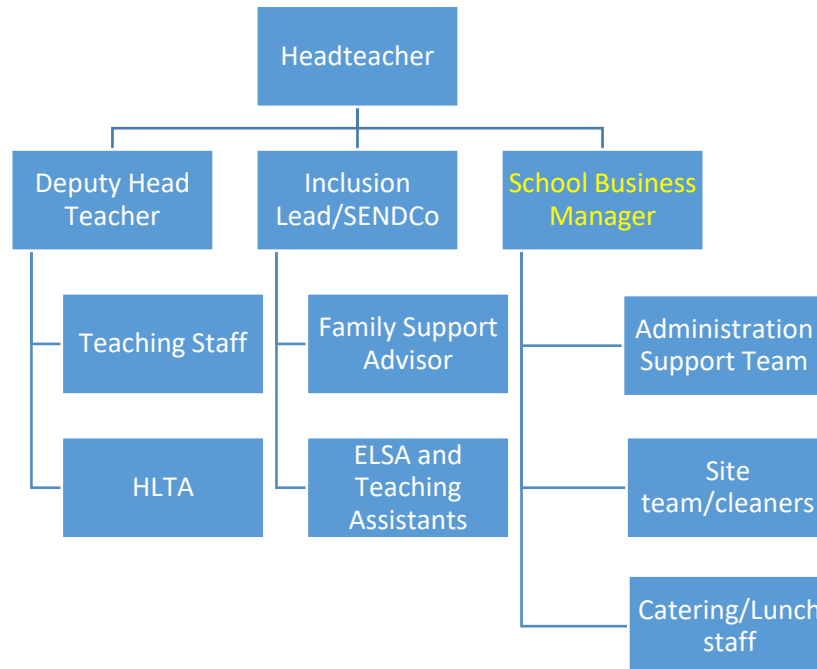
JOB PURPOSE

The School Business Manager is responsible for the planning development, and implementation of financial and administrative services within the school. Under the direction of the Headteacher, the School Business Manager will be the leading support staff professional and alongside the Senior Leadership Team:

- To organise and manage the support services within the school, including the financial and Personnel systems.
- To advise the Headteacher on all financial delegation matters and oversee all administrative procedures.
- To manage school support staff, including co-ordination and delegation of relevant activities.
- To contribute to the strategic vision, management and planning, development and monitoring of all school functions.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

This post reports directly to the Headteacher and has direct line management of the Administration team, the Site team and catering/lunch staff.



MAIN DUTIES AND RESPONSIBILITIES

Main Duties and responsibilities:

The following list is not intended to be exhaustive, but indicates the range of duties and the level of responsibilities involved.

Finance:

- Responsible for the effective management of financial systems and administration and ensuring compliance with financial regulations.
- Advise the Headteacher and Governors on financial policy and provide monthly statements; advise and develop financial plans for the long term development of the school over a period of five years.
- Prepare financial reports as required by the head teacher, governing board and other budget holders; attend meetings of governing board, as required, to present reports on financial matters.
- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, and providing financial information and advice to the Headteacher, Governing Body and Resources Committee
- To monitor salaries, income and expenditure and advise the Headteacher, Senior Leadership Team, Budget Holders, Resources Committee and Governing Board accordingly.
- Responsible for the collection and banking of all monies.
- Development of school financial policies and procedures (e.g. Lettings Policy) in line with LA requirements and Standing Orders.
- Responsible for the management and development of the school's computerised financial administrative systems.
- Ensure back-up copies of electronically held information are made regularly and stored appropriately.
- Assist the Headteacher with income generation, sponsorship and funding and develop constructive relationships with other agencies, including bids for funding as required by LA and DfE
- Provide specialist advice to the governing body, head teacher and management team on national and local guidelines, policies and legislation and interpret matters of policy, procedure and statute to ensure compliance.
- Use financial benchmarks to set targets for improvement
- Manage the requisition and ordering of goods and services; control and dispatch of invoices ensuring best value.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Promoting the school's activities and premises with the objective of maximizing letting income, within agreed policies.
- Monitoring the standard and cost effectiveness of the appointed catering contractor within the agreed performance indicators and manage the completion of related documentation for the catering service within school

Human Resources:

Provide HR advice to staff and governors

Be responsible for the supervision of school office staff and the site team.

Manage staff appointment procedures, including arranging advertisements, applications and issuing contracts etc.

To be responsible for the management of all staff personnel records and to liaise with the LA HR advisor for any HR or payroll queries.

Ensure that the school complies fully with safer recruiting procedures and maintain the single central record of all employees.

Ensure records comply with the provision of the Data Protection Act.

Plan and co-ordinate work in the office so deadlines are met; monitor the effectiveness of office staff
Organise supply cover when required in liaison with the Headteacher and teaching staff.

Premises Management:

Advise the Headteacher on the procurement, management and audit of resources.

Take a lead role in the planning, development, design, organisation and monitoring of support services, including administrative procedures, administrative ICT facilities, reprographics and school communication systems.

Manage facilities including use of premises and associated income, general building works and projects.

Work closely with the site controller ensuring that proper maintenance and repair of the school is carried out and progress monitored.

Manage appropriate service contracts, service level agreements and school licences and insurance.

Ensure that the school complies with current health and safety regulations

Assist with the development of and compliance with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting any concerns to the appropriate person.

Co-ordinate lettings with the site controller

Advise on risk management issues and ensure insurer's requirements are met.

Purchase and supervise the repair and maintenance of all furniture, equipment and fittings.

Monitoring the work of on-site contractors and arranging for estimates for work.

Standards and other responsibilities:

Act as OVC (Offsite Visits Co-ordinator) to ensure that offsite and adventurous activity visits meet BFLA requirements

Support the aims and ethos of the school e.g. confidentiality, being flexible, working co-operatively

Contribute to the overall aims and targets of the school, take initiative to establish constructive relationships with other agencies, appreciate and support the roles of other members of the school work team and share expertise and skills with others.

Set a good example in terms of dress (smart casual), punctuality and attendance.

Undertake professional duties that may be reasonably assigned by the Headteacher — attending training, meetings etc.

Take a lead role in the schools performance management framework and oversee the review of team members' appraisal.

Actively support the schools and borough's Equal Opportunities policies.

Undertake any other similar duties as required.

Take a lead role in promoting and marketing the school.

School's Responsibilities

Provide training when required

Provide appropriate time and space for tasks which require a quiet focus

Arrange regular opportunities to meet with the head teacher

Provide an appropriate performance management procedure to include quality time to review and plan.

Bracknell Forest – Person Specification

Job Title: School Business Manager/Bursar	Section: Operations
School: Fox Hill Primary School	Grade/Salary Range: BG-G (SCP 25-30)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>NVQ 4, degree or equivalent qualification or experience or a willingness to undertake this qualification.</p> <p>e.g. Diploma in Management studies, Accountancy qualification, HND Business studies.</p>	Level 4 Diploma in School Business Management
<p>Competence Summary</p> <p>(Knowledge, abilities, skills, experience)</p>	<p>Excellent numeracy and literacy skills.</p> <p>Extensive experience in a financial/administrative management role.</p> <p>Experience in the development, management and operation of financial management systems.</p> <p>Experience of budget management and preparation.</p> <p>Experience of the procurement process.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p> <p>Knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Able to manage the schools administrative and financial systems.</p> <p>Ability to manage, lead, organise, deploy and motivate a multidisciplinary staff team.</p> <p>Able to manage school facilities and contracts.</p> <p>Skills to use and manage ICT systems and resources effectively.</p>	Experience of working in a learning environment.

	<p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p> <p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Governing Board.</p> <p>Excellent decision-making skills.</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p>	
Work-related Personal Requirements	<p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>To adhere to Child Protection and Safeguarding at all times</p> <p>Committed to equality of opportunity.</p>	
Other Work Requirements	<p>Suitability to work with children.</p>	