

**JOB ACCOUNTABILITIES**

<b>Job Title:</b> School Business Manager level 1 (previously Bursar level 3)	<b>Job number:</b>
<b>Directorate : Education</b>	<b>School: The Royal First School</b>

**JOB PURPOSE**

To provide a full school support service to the Head Teacher and Governors to facilitate the efficient and effective use of school resources in order to support improvements in the standards and achievements in teaching and learning.

**SCOPE OF JOB**

Monitors school budget of approx.£850,000  
Liaise with a range of external service providers including contractors.  
Operates in an environment where the volume of work is high, activities diverse and conflicting priorities have to be effectively managed and limited resources efficiently allocated. Has to balance short term activities with planning for medium term activities.  
Has access to extremely sensitive and confidential information.  
Will have contact with staff, teachers, governors, parents and pupils as well as senior staff within the LEA/Council.

**POSITION WITHIN UNIT STRUCTURE**

Reports to the Head Teacher

## JOB ACCOUNTABILITIES

### Finance

Prepare for approval by the Head Teacher and Governors, the school's annual budget for delegated expenditure and the school's private funds in line with the guidelines provided by the Governing body.

Prepare for the Governors/Finance Committee a comprehensive budget report at the agreed intervals to enable them to manage the school's budget in an efficient and effective way.

Monitor and report regularly to the Head Teacher and Governors the school's expenditure, identifying areas of over or under spend and to advise on possible remedial action to enable the Head Teacher and Governors/Finance Committee to take action.

Support the Head Teacher and Governors in the process of achieving the Financial Management Standard.

Ensure that all financial transactions including payroll forms are processed in accordance with the financial regulations set down by the Education Authority and the school. This will include setting up and reviewing the school's internal processes as well as working within the procedures set by the Education Authority.

Prepare financial appraisals for projects and contribute to the development of the school's long term financial strategy and business plan.

To assist in the preparation of bids to secure competitive funds by effective use of bidding systems and contacts.

To manage and monitor contracts, tenders and agreements for the provision of support services, ensuring the application of correct procedures and participate in the decision-making process so that the school obtains the most cost-effective service in line with its requirements.

To seek professional advice on insurance, advising the Head Teacher and Governors as appropriate. Managing any insurance issues including claims.

### Management of Information

Establish procedures for data collection in order to prepare reports, returns/surveys and other information for a variety of internal and external services/organisations eg the Education Authority, Auditors, Ofsted, DfES etc. Ensure that returns are completed and submitted within the required timescale.

Provide analysis and advice to the Head Teacher on a variety of management information, including trends analysis and benchmarking.

### HR Management

Manage the school administrative support function, ensuring that all staff are aware of the priorities and that the systems in place support the school in the achievement of its' objectives. This will include performance management of staff to ensure their skills are developed in line with the needs of the school.

Advise Head Teacher on recruitment, employment and pay issues within the framework and policies of the LEA and the Schools pay policy including responsibility for the recruitment and selection process for support staff.

### Estate Management

Under the direction of the Head Teacher, co-ordinate the maintenance of the school site and buildings through the annual maintenance plan including the management of any Site Controller/Caretaker, ensuring the efficient and safe operation of facilities.

Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Ensure awareness of risk assessment tools and their use and have understanding of the disaster recovery plan and its place within the management procedures of the school.

Promote the school's out of hours letting policy in order to maximise the income to the school

#### Miscellaneous

Represent the school at the termly Bursars meeting raising and clarifying issues relating to finance/ administration on behalf of the school and advising the Head Teacher of any action points.

Regularly attend the schools finance governors meetings to provide information, analysis and advice as appropriate.

Act as systems manager for the school's administrative network.

#### TASKS

## Person specification

Key Criteria	Essential	Desirable	How measured
Qualifications and training	Appropriate financial qualification/experience		
Competence summary (knowledge, skills, abilities, experience)	Administrative/financial experience  Experience of monitoring/managing complex budgets  High level of interpersonal skills  Time management skills  Intermediate/advance IT skills inc spreadsheets, databases, SIMS  Experience of contract tendering processes	Experience of working in a school or education environment  Experienced in the preparation of bids for funds  Experience of contract tendering processes  Experienced in health and safety issues	
Other requirements	Flexible approach to activities and hours of work  Prepared to become involved in wider school life activities  Uphold the school values		

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_