

Lampton School

BUSINESS MANAGER (full time): JOB DESCRIPTION

Salary

NJC Scale: PO11 £54,480 - £57,501

Line of Responsibility

The business manager will be directly responsible to the headteacher.

Job Purpose

The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in his duty to ensure that the school meets its educational aims:

- The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved learning and achievement in the school.
- Organising and managing academy trust's finance in accordance with the Academies' Financial Handbook
- The School Business Manager promotes the highest standard of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- Responsibility for income generation, including fund-raising and investment of surplus funds, procurement and management of contracts.

General Duties

Leadership and Strategy

- Attend senior leadership team (SLT), full governing body and appropriate Governors' sub-committee meetings when required
- To influence strategic decision making within the school's senior leadership team
- To help plan and manage change in accordance to the school's improvement plan
- To understand the effects and implications of government policies and legislation and ensure that resources are used efficiently
- To manage human resources ensuring effective deployment of team of administrative staff to meet the current and future needs of the school
- To keep up to date with developments and changes in legislation and guidance particularly related to HMRC, the Education Skills Funding Agency (ESFA) and the Department for Education (DfE), and communicate appropriate information to colleagues and the Governing Body
- To advise the headteacher, SLT and the governing body and its committees as appropriate and required

Finance & Accounting

- In consultation with the headteacher, to prepare the school's annual budget and submit it to the governing body for approval
- To monitor income and expenditure in relation to the school's budget, and produce monthly management accounts for the headteacher, SLT and the relevant governors' sub-committee/s
- To identify and inform the headteacher and governors of significant variances to budget, outlining reasons and options available for corrective action

- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- To advise the headteacher and Governors of fraudulent activities are suspected or uncovered
- To maintain a strategic financial plan that indicates trends and requirements of the school improvement plan
- To maximise income and sponsorship generation opportunities including appropriate investments, the preparation and submission of applications and bids, and fundraising
- To manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors, in conjunction with the operations manager where appropriate
- To provide budget holders with regular updates of their accounts and to advise them on matters relating to their budgets
- To keep all school accounts and prepare management accounts in accordance with the DFE financial regulations, and to prepare accounts for submission to the school's auditors
- To arrange and co-ordinate the annual audit, liaising with all parties involved
- To maintain and oversee all bank accounts including the school's debit card, completing monthly reconciliations
- To ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required
- To be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
- To be responsible for the completion of the school's payrolls, ensuring all forms including timesheets, new starter/ leaver/ variation forms and annual returns are submitted within the required deadlines in conjunction with the HR manager
- To monitor and check the payment of salaries by the school's payroll provider, liaising as required
- To be responsible for the management of the placing of orders ensuring they are processed through the PS Financials accounting system
- To scrutinise all invoices and statements of account, in conjunction with the nominated staff members, and attend to their payment
- To manage the invoicing process and follow up their prompt payment
- To deal with the school's rating assessment
- To ensure that the trust is adequately insured for all its activities.
- Manage the finances of the Teaching School and SCITT to ensure that all grants are treated correctly and disbursed according to the conditions of the grant / programme
- Ensure that any Teaching school / SCITT grant returns are audited where required and returned to the relevant body according to the deadline

Personnel

- In liaison with the HR manager, to ensure that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension Agencies are submitted when:
 - A new appointment is made;
 - Changes are made to an existing member of staff's terms and conditions;
 - A member of staff's employment terminates.
- To ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements

- To ensure that all staff personnel details relating to salaries and pensions are passed to the HR manager for inclusion in secure personnel files
- To implement and co-ordinate the school's professional review arrangements for support staff

Administration

- To ensure an efficient and effective administrative service for the school and its extended services and ensure appropriate support to the educational functions of the school
- To establish and use effective methods to review and improve administrative systems within the school
- To ensure that all necessary returns and reports are completed accurately and returned on time to the ESFA, NCTL, HMRC and other external bodies
- To ensure that any claims, bids, reports to Governors, and statistical returns internal and external in liaison with the data manager are completed accurately and on time
- To collate information, statistics and prepare reports as required by line managers, headteacher and the governing body
- To undertake responsibility for all necessary administration relating to all areas within post holder's remit
- To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required
- To ensure compliance within the school of data protection regulations including GDPR

General

- To attend school events as required by the headteacher and senior leadership team (SLT), including evening meetings.
- To participate in school emergencies, in conjunction with other members of SLT, including the implementation of effective evacuation and search procedures as required
- To arrange and give training sessions to staff to ensure that they are aware of financial procedures and regulations
- To attend training sessions and meetings as required
- To seek, consider, and act upon professional support and advice as required
- To ensure an up to date knowledge of guidance issued by the ESFA and other relevant bodies and attend external training events/meetings as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require