

School Business Manager – St James Church of England Primary Academy

Job title: School Business Manager

Reports to: Head Teacher

The Business Manager will support the Head Teacher and Local Governing Body, in making a significant contribution to the growth and development of the Academy. As the person with responsibility and accountability for both the day to day management and strategic development of the Academy's facilities, finances, school office and charitable status within a Diocesan Multi-Academy Trust, the Business Manager's role will underpin the work carried out within the curriculum, the pastoral support for students and staff and the Academy's Improvement Plan.

Accountabilities:

- The development and management of the Academy's **financial procedures and systems, including the specific Finance Policy** and strict adherence to the **Academies Financial Handbook**
- Management of the **academy budget, devolved capital** and any associated **capital projects, where applicable**
- The **development and management of the Academy's site** in conjunction with the Site Manager, Diocesan Board and Officers, Diocesan School Buildings Officer and Head Teacher
- Supporting the Local Governing Body in the generation of **additional income, leading and** managing the ongoing **promotion** of and **public relations** of the academy.
- Providing leadership, line management and support for all members of the academy's **administrative team**
- The development and management of the Academy's **Human Resources provision, including pre and post recruitment checks and activities, responsibility for the Single Central Register and the effective and efficient maintenance of staff personnel records**
- Ensuring **best value** through Academy contracts, following the Finance Policy and Academies Financial Handbook
- The preparation of bids and subsequent management of **capital projects**, alongside the Head Teacher and Site Manager

Detail:

1. Finance and Reporting:
 - a) To localise, recommend to the Local Governing Body, implement and annually review, all employment and finance related policies and procedures
 - b) Advise the Head Teacher, SLT and Local Governors on general financial policy, including attendance and full financial reporting at all Resources Committee Meetings, held at least half-termly
 - c) Manage the academy, capital and any other budgets, producing and reconciling monthly monitoring statements against the bank account statements for authorising by the Head Teacher and Chair of the Local Governing Body
 - d) Manage capital and IT expenditure on projects. To seek at least 3 quotations and ensure that these are provided to the Local Governing Body Resources Committee for consideration and agreement, prior to making any purchasing decisions over £1000
 - e) Ensure the debit card spending policy is followed and statements are checked by the chair of governors on a monthly basis and align back to the academy budget
 - f) Reconcile the academy budget on a monthly basis
 - g) Submit information to reclaim VAT (where applicable) on a monthly basis
 - h) To meet with the Responsible Officer at least half termly, to undertake auditing processes
 - i) In the absence of the Senior Administrator, raise orders and pay invoices
 - j) Comply with financial requests from the Diocesan MAT Board or Officers
 - k) Support the Academy's administration team in all respects

- l) Support the Head Teacher with the procurement process for Service Level Agreements and contracts, in consultation with the Academies Finance Manager and Local Governing Body
2. Human Resources:
- a) To localise, recommend to the Local Governing Body, implement and annually review, all employment related policies and procedures
 - b) Work with the Head Teacher and Academies Officer/Academies Finance Officer, to produce an annual staffing plan, based upon sound budget projections, by Easter, annually
 - c) Work with the Head Teacher to undertake an annual review of all job descriptions in preparation for the start of each new appraisal cycle
 - d) Support the Head Teacher in all recruitment procedures, including undertaking all relevant pre-employment checks (in accordance with the Trust's new staff member checklist) and maintenance of the Single Central Record
 - e) To ensure that the Integris system is regularly updated with details of new employees, as well as amending records of current employees, to ensure that the workforce census is accurate
 - f) To ensure 'paper' personnel files are regularly updated, including with annual pay statements and that these are kept in a locked cabinet
 - g) To undertake the workforce census
 - h) In liaison with the Head Teacher, ensure that staff have appropriate induction and opportunities for professional development
3. Income Generation:
- a) Investigate, source and maximise the Academy's income from other sources, including those supporting capital developments
 - b) Investigate and develop new ideas and approaches to generate additional income through marketing, new and current business links, sponsorship and other funding streams
 - c) Work with the Head Teacher and Senior Administrator to exploit the facilities available within the school, to optimise the income available from lettings and services, through an Academy Lettings Policy and in consultation with the Trust Board and Officers
 - d) Keep all income-generation activities under review to ensure maximum income and cost-effectiveness
4. General:
- a) Attend, contribute to meetings as requested by the Head Teacher incl. Resources Meetings (half-termly) and with the Diocesan Trust and its Officers, as well as contractors
 - b) Comply with all Trust and local academy policies, with particular regard to child protection, safer recruitment, health and safety, finance and single equalities
 - c) Undertake other duties as deemed appropriate by the Head Teacher
 - d) To work with the Trust, Head Teacher and Clerk of Governors to ensure all required academy policies are up to date and available to those who require them
 - e) To act as the academy's Educational Visits Coordinator
 - f) To be responsible for managing staff absences: monitoring the absence email inbox, arranging cover, recording and following up of absences
 - g) To be responsible for first aid provision throughout the school, including overseeing the recording and monitoring of incidents, delegating the provision of adequate first aid supplies, ensuring first aid training of staff is carried out
 - h) To be the academy's GDPR Lead

St James CE Primary Academy and The Diocese of Chichester Academy Trust, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

The academy is an equal opportunities employer and welcomes applicants from all sections of the community.

Signed.....

Date.....