

# Barnfield Business Manager Job Description

	<b>Reports to</b>	Headteacher
	<b>Location</b>	School Based
	<b>Grade</b>	Barnet UR L2 Grade I
	<b>Salary Range</b>	£39,951 to £44,019 Pro rata
	<b>Contract type</b>	Permanent
	<b>Hours</b>	Flexible working hours to be agreed.
	<b>Working Weeks:</b>	44 weeks per year. Term time only plus two weeks.
	<b>Holidays</b>	to be taken during school holiday periods plus bank holidays
	<b>Line manages</b>	Administrative/site staff

## 1. Job Purpose:

- 1.1 To contribute to the overall ethos, work and aims of the school.
- 1.2 To be responsible for short and long term planning in relation to the business and support services of the school, including considering future financial implications.
- 1.3 To ensure that the school uses its resources effectively and efficiently at all times.
  - 1.4 To manage personnel management, estate management, administration aspects of financial management, training and development of the administration team and caretaker and all matters within the management of the school which are supportive to, but do not involve teaching and learning.
- 1.5 To support the Senior Leadership Team (SLT) with:
  - creating and delivering a shared strategic vision;
  - building capacity across the workforce;
  - improving organisation structures and functions to ensure that the school remains fit for purpose;
  - building and sustaining effective relationships and communication strategies;
  - working with the community and other services
- 1.6 To help generate and co-ordinate new income streams which are supportive of the ethos of the school

## 2. Principal Accountabilities and Responsibilities:

### Financial Administration and Management as follows:

- 2.1 To advise the headteacher on the operation and development of the financial policy; planning a long term financial strategy for the future development of the school.
- 2.2 To be responsible for the management of income generation, and fundraising initiatives within the ethos of the school,
- 2.3 To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and advise the SLT and Governing Body accordingly.
- 2.4 To support the Governing Body with the completion and submission of the Schools Financial Value Standards (SFVS) to deliver best value for school finances.
- 2.5 To assist in the preparation of all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines.
- 2.6 To be responsible for implementing budget modelling: drawing up provisional budgets and final budget, providing financial information and advice to the headteacher, SLT, Finance and Premises committee

and Governing Body, implementing decisions taken.

- 2.7 To monitor and control income and expenditure in relation to the school's budget and advise the SLT, finance and premises committee and Governing Body accordingly
- 2.8 To manage the maintenance of accounting records relating to the school budget on Arbor Finance applying the appropriate financial controls.
- 2.9 To oversee the ordering, processing and payment of all goods and services.
- 2.10 To ensure up-to-date records of all expenditure and income are kept, informing the SLT and budget holders promptly about under and over spending of budgets
- 2.11 To develop and monitor long-term financial strategies for the school in consultation with the SLT and Governing Body.
- 2.12 To ensure additional hours and agency claim forms are calculated, correctly authorised and submitted, and to monitor claim forms of other staff.
- 2.13 To prepare financial returns for DfE, LA and other agencies within the statutory deadlines.
- 2.14 To manage the school's VAT responsibilities, advising the Governing Body of the financial and legislative implications.
- 2.15 To be responsible for negotiating new contracts – e.g. cleaning, catering, buildings cyclical maintenance and to follow best value guidelines with regards to the procurement of such contracts.
- 2.16 To be responsible for the procurement of goods and services having regard to the UK's current legislature relating to the tendering process and the LA's guidance on leasing best practice.
- 2.17 To advise the headteacher and governing body on the policies that need to be reviewed, updated and adopted to comply with all financial legislation, developing these as necessary.

### **Office Management**

- 2.18 To oversee the day-to-day running of the administrative functions
- 2.19 To ensure that the pupil database is kept up-to-date and accurate census returns are submitted to the LA on time.
- 2.20 To ensure that all procedures over the control and recording of cash are accurate, in relation to dinner money, breakfast club, after school club, trip money, etc using School Money, in accordance with the LA's current procedures.
- 2.21 To oversee the admission processes and ensure deadlines are met.

### **Human Resources Management**

- 2.22 To be responsible for general personnel matters in consultation with the school's HR and Payroll provider (EPM)
- 2.23 To ensure that pre-employment checks are carried out for new employees.
- 2.24 To deal with staff queries about salaries, expenses, sickness, maternity/paternity procedures etc.
- 2.25 To monitor absence and undertake return to work interviews with staff.
- 2.26 To ensure that accurate personnel records including sickness and other absences are maintained and timely information is passed on to the HR and payroll provider.
- 2.27 In consultation with the headteacher/SLT, produce job descriptions, person specifications and advertisements for vacant posts as required.
- 2.28 To support the headteacher/SLT in the recruitment and selection process for staff.
- 2.29 To ensure that safeguarding procedures are in place and adhered to, particularly in relation to recruitment and managing the Single Central Record.
- 2.30 To manage the induction procedures for new staff.
- 2.31 To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- 2.32 To provide leadership and guidance for administrative staff and the caretaker, cleaning and catering staff, including direct line management responsibility where appropriate.
- 2.33 To ensure that all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken.
- 2.34 To ensure that the annual Workforce census, as required by DfE, is completed accurately and submitted within the statutory deadlines.
- 2.35 To give advice to the headteacher on sickness, maternity and paternity procedures, shared parental leave, redundancy, capability, disciplinary issues and dismissal.
- 2.36 To carry out the administrative processes relating to recruitment and staff changes, including the seeking of references, medical clearance, DBS checks etc as required.

- 2.37 To consult with the headteacher/SLT on the provision of information and advice on conditions of service for all categories of staff employed.
- 2.38 To ensure that all staff are paid on the correct scale and spine point in consultation with the headteacher, and to provide appropriate information on pay to staff, the staffing committee, Governing Body, HR and Payroll.
- 2.39 To be the first point of contact for staff on pay and contract related issues, liaising with HR and Payroll as necessary.
- 2.40 To advise the headteacher and Governing Body on the policies needed to be reviewed, updated and adopted to comply with employment legislation, developing these as necessary.
- 2.41 To support the Data Protection Officer (DPO) to oversee the management, accuracy, and security of the school's data systems, ensuring compliance with UK GDPR and other relevant data protection regulations.
- 2.42 To implement and maintain robust data protection policies and practices throughout the school.

### **Health and Safety Management**

- 2.43 To ensure that the school's written health and safety policies are clearly communicated and available to all.
- 2.44 To ensure the health and safety policies and risk assessments are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as the situation or legislation changes.
- 2.45 To ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the SLT, Governing Body and where appropriate, the Health and Safety Executive.
- 2.46 To ensure the maximum level of premises security is maintained at all times.

### **Premises**

- 2.47 To share responsibility with the headteacher and caretaker for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- 2.48 To share responsibility with the headteacher and caretaker for health and safety, leading on the day-to-day health and safety for pupils, staff, visitors and contractors.
- 2.49 To work with the caretaker to ensure the safe occupation for all stakeholders through appropriate maintenance and operation of the school's premises.
- 2.50 To provide and document effective risk management, for example, in Health and Safety and in the management of any third-party service contracts.
- 2.51 To prepare a disaster recovery plan in liaison with the SLT, and be aware of its place within the management procedures of the school.
- 2.52 To support the headteacher and Governing Body with the financial planning and implementation of capital and refurbishment projects.
- 2.53 To work with the caretaker to ensure all contracts are maintained to the highest quality and provide the school with value for money.
- 2.54 To maximise the use of the accommodation both by school and outside agencies in order to generate income.
- 2.55 To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- 2.56 To manage, with the caretaker, the letting of the school premises to outside organisations.
- 2.57 To advise the Governing Body's finance and premises committee.
- 2.58 To manage the catering, cleaning and technical support contracts and leasing arrangements.
- 2.59 To ensure the asset register is up to date.
- 2.60 To ensure the continuing availability of utilities, site services and equipment.
- 2.61 To follow sound practices in estate management and ground maintenance: ensure contractors follow instructions; monitor the quality of work carried out by contractors.
- 2.62 To ensure ancillary services e.g. technical, catering and cleaning services are monitored and managed effectively.
- 2.63 To oversee all planned capital works, including LA projects.
- 2.64 To advise the headteacher and Governing Body on the policies needed to be reviewed, updated and adopted to comply with current health and safety legislation, developing these as necessary.

## **Lettings**

- 2.65 To ensure the school's lettings policy is up-to-date.
- 2.66 To be responsible for all aspects of school lettings e.g. invoicing, collecting fees, completing checks, checking safeguarding policies, insurance documents, supervision of site etc

## **Leadership**

- 2.67 To attend Senior Leadership Team meetings.
- 2.68 To lead the administrative team and caretaker to ensure effective communication and development of systems and procedures across financial and administrative services.
- 2.69 To liaise with the outsourced contractors (catering and cleaning) to ensure they deliver a quality and effective service.
- 2.70 To provide organisational and advisory support to the Governing Body, attending meetings as appropriate.
- 2.71 To contribute to the development of the school's values and vision and communicate these clearly and positively to stakeholders.
- 2.72 To monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback.
- 2.73 To motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.
- 2.74 To provide support to staff during times of change.
- 2.75 To encourage staff to take the lead and make decisions when they have the knowledge and expertise to do so.
- 2.76 To manage the administrative function including the administrative ICT facilities.
- 2.77 To promote the school to different audiences and raise its profile within the local community.
- 2.78 To oversee the school website and social media accounts.
- 2.79 To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

## **Strategic Influencing**

- 2.80 To negotiate and influence strategic decision making within the school's SLT in line with the agreed areas of delegation.
- 2.81 To understand the culture and climate of the school and where appropriate the wider educational environment.
- 2.82 To maintain a visible, professional and high profile within the school.
- 2.83 To safeguard the assets and reputation of the school and ensure truthfulness in all public communications.

## **Other**

- 2.84 To carry out other related duties to meet the developing needs of the school.
- 2.85 To oversee elections for staff and Parent Governors as necessary.
- 2.86 To adhere to the Staff Code of Conduct and all policies and procedures of the school.

## **Safeguarding**

- 2.87 To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to adapt to the needs of the school. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities and duties.

The post holder must at all times carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies, and adhere to the Institute for School Business Manager Professional Standards.

The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with procedures and protocols and with Barnet Council's Health and Safety department adhering to all guidance, instructions and risk assessments. The jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.

To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies.

***Barnfield School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We value and celebrate the cultural diversity of our school community, and we seek to promote equality of opportunity for all applicants.***

***This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020). Should you be successful in your application, any offer of employment will be subject to an enhanced Disclosure and Barring Service (DBS) check, two good safeguarding references (one of which must be from the current or most recent employer), medical clearance and a 6-month probationary period. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.***

***The school complies with the DBS code of practice and has a DBS Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request. Shortlisted candidates will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.***