

# St Mary's Catholic Primary School

## School Business Manager

### Job Description and Person Specification

November 2022

#### School information

St Mary's Catholic Primary School is situated in Beckenham, in the London Borough of Bromley. It was founded 50 years ago in 1968 on land leased to Bromley Council by a religious order - The Handmaids of the Sacred Heart of Jesus. The school serves three parishes- St Edmund's, Beckenham; St Mark's, West Wickham and Holy Rosary, Hayes. It is a two-form entry school with fourteen classes and 404 pupils on roll.

In November 2014, St Mary's converted to an academy, forming an Umbrella Trust with the seven other Catholic primary schools in the Bromley deanery. The unique ethos of St Mary's is retained and the school has its own board of directors and controls its own budget.

#### Job Description

Job title	School Business Manager
Accountable to	Headteacher and Chair of Resources committee
Salary	PO3 SCP 32-35
Contract	Full time, permanent
Working hours	36 hours per week, 42 weeks per year.

#### Main Purpose

To provide leadership and operational direction for the non-teaching functions of the academy. To be responsible for the finance, business, legal and administrative functions of the school, ensuring the best use of available resources. To undertake company secretarial duties as the academy's CFO. To be responsible for promoting and safeguarding the welfare of children within the school.

#### Specific Responsibilities

#### Financial Management

To lead on all aspects of financial management in the school.

To liaise with the relevant staff to draft the proposed annual budget and present it to Governors for approval.

To prepare budgets and budget forecasts for the Headteacher and the Governing Body Resources Committee.

To monitor income and expenditure, producing monthly financial reports for the relevant stakeholders.

To prepare relevant documentation and present it at the half-termly Governing Body Resources Committee meeting.

To prepare the final accounts and liaise with the external auditors.

To advise the Headteacher on the financial impact of the school's staffing and pay structures.

To work with the school's external payroll provider.

To manage and keep under review service level agreements, ensuring best value and that the needs of the school are being met.

To negotiate and manage contracts and agreements for the provision of support services.

To advise the Headteacher in determining, allocating and controlling delegated budgets.

To take responsibility for all accounting procedures, and the management of all public and non-public funds.

To maintain all bank accounts and ensure a full monthly reconciliation is carried out.

To take responsibility for ensuring that efficient and safe routines are maintained concerning collection, security and distribution of cash.

To be responsible for the schools VAT liabilities

To ensure compliance with GDPR and data protection obligations.

To ensure compliance with FMIS (Financial Management Information Systems) and other financial regulations and standing orders including the Academies Financial Handbook.

To manage the school's cash flow and maximise the schools interest within financial, legal and regulatory constraints.

To oversee the school's insurance policies, claims and arrangements for their review.

To liaise with Internal Audit as necessary.

To be responsible for the preparation and submission of all financial returns to all relevant bodies, including the annual audited Accounts to Companies House.

To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness.

To account for the schools voluntary fund.

To represent the Headteacher at appropriate meetings related to the school's finances.

To be responsible for ensuring that the business continuity plan and risk assessments are prepared and monitored.

To promote and extend the use of the site as a method of generating income.

To keep abreast of current legislation and developments in relation to finance and attend training where appropriate.

To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.

## Human Resources

To line manage the administrative staff and identify their training needs as appropriate.

To advise the Headteacher and Governing Body on payroll and personnel issues.

To advise the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

To oversee the preparation of necessary documentation to inform staff in writing annually of their current salary.

To advise the Headteacher and Governors on policy issues and the implementation of these policies in the school.

To oversee and supervise the maintenance of all staff contracts; monthly payroll submission; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files.

## Site Management

To oversee and prioritise work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.

To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds. To strategically oversee the negotiation, evaluation and management of contracts for works and services to the site.

To have overall responsibility for the co-ordination and management of work and communication with architects, surveyors and contractors with regard to the maintenance, refurbishment and development of the site.

To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.

To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as the school's Health and Safety Coordinator and Fire Officer.

To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.

To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.

## Person Specification

	Essential	Desirable
Experience at senior level in education or financial management with a track record of delivering strategic goals	✓	
Knowledge of financial, monitoring and management information systems	✓	
To hold the certificate in School Business Management or a relevant professional qualification		✓
Excellent communication skills, both oral and in writing	✓	
To be hard working and emotionally resilient, able to work under pressure, able to prioritise and work with flexibility to deadlines	✓	
Fluent IT skills, including the use of accounting software		✓
A thorough understanding of data protection principles and integrity and confidentiality regarding personal data.		✓
To understand and be committed to equal opportunities for all members of the school community.	✓	
Have a willingness to participate in further training and CPD.	✓	
To be committed to safeguarding the welfare of children	✓	