

## George Tomlinson Primary School

### JOB DESCRIPTION: BUSINESS MANAGER

Terms of employment: 52 weeks

Grade / Salary Range: P04 – P05 Scale Point 35 - 41

Salary scale dependant on candidate experience and qualifications.

#### **Core Purpose:**

To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available.

To be responsible for the disciplines of Finance, Personnel Management, Facilities Management, Administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function.

#### **Responsible for:**

Administrative Officer, Attendance and Welfare Officer, Reprographics Assistant with Finance Duties, IT technician, SSO, Midday supervisor, cleaning team contact

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### **Core Duties and Responsibilities.**

- Finance
- Budgeting
- Budget reporting to HT, GB and LA
- Payroll
- Admin & Finance Management and Supervision.
- Premises Management and Supervision.
- IT Management and Supervision.
- MDA Management and Supervision.
- Extended Services Management and Supervision.

### **Key External Contacts:**

- Parents/ Carers.
- Suppliers.
- Local Authority.

### **Key Internal Contacts:**

- Headteacher
- SLT
- Staff
- Governors

## 1 Finance

- To ensure the schools financial regulations policy is implemented.
- Ensure the smooth running of the Capita SIMS and FMS systems.
- Monitoring of the School budget and resulting carry forward over the next three year period to assess budgetary needs and recommend strategies to resolve problems.
- Ensure all staff follows the financial procedures adopted by the School and the Local Authority.
- Monitor the cash flow to ensure we hold sufficient funds before orders, invoices or cheques are produced.
- Ensure all invoices are entered on FMS and signed of in accordance with financial regulations.
- Ensure cheques are produced in a timely manner.
- Ensure all monies for school trips, clubs and any other money is banked in a timely manner.
- Ensure all credit card payments are processed only when all paperwork is correct and signed off.
- To ensure credit cards statements are correct and record according.
- To produce income and expenditure reports if required for trips or clubs.
- To authorise all returns and orders on the LBWF –HUB.
- To ensure all staff follow the financial regulations regarding petty cash reimbursements.
- To ensure the monitoring and development of effective systems of financial accountability and control in line with the Schools Financial regulations.
- To prepare the Schools annual budgets.
- To prepare all reports in relating to accounts and audits regarding preparation and audit of annual accounts.
- To work closely and in confidence with the Finance Officer and SLT to ensure that the school meets statutory regulations.
- To prepare the opening and closing of financial budgets.
- To provide Financial monthly reports for the Headteacher.
- To provide and array or financial reports to ensure accurate reporting.
- To invoice the PTA for agreed funds/ projects.
- Assist in the production and maintenance of the Financial Procedures Manual in line with financial regulations.
- Providing financial recommendations to School account holders, the Headteacher, the Senior Management Team and the Management Services Board of Governors Committee;
- Liaison with corporate finance team members to ensure financial policy compliance and with the Waltham Forest Audit team during their financial audit of School accounts.
- To archive and store Finance data for the minimum of 6 years.

## 2 Payroll

- To input all data regarding variation to contracts/ leavers and new starters onto the Strictly Education portal in a timely manner to ensure information is received before the cut-off date.
- To enter claim form / overtime / additional hours / expenses ensuring they are correct and authorised.
- To check Payroll 1 for any anomalies ad inform Strictly Education regarding these amendments.
- To check payroll Run 2 to ensure correct – inform Strictly Education if any errors to rectify as a matter of urgency.
- Produce monthly report and spreadsheet for signing off by Headteacher.
- Produce monthly contract sheet to ensure all information correct.
- Put original paperwork i.e. leaver, starter or variation forms in personnel files, keeping copies attached to payroll Run 1.

## 3 Personnel / Human Resources

- Meetings and reports, assessing training needs, performance management and professional development in line with the staff responsible for.
- Ensuring that financial, personnel and related administrative systems and procedures are effective.
- Overall management of the School administrative computer network including users, access levels, software, hardware, upgrades and password changes (this will be implemented by Office Manager or IT Technician).
- Management of accounts software ensuring efficient operation according to agreed policy, overseeing as SIMS system manager, controlling access levels and security of all administrative

software. Changes (this will be implemented by Office Manager or IT Technician).

- Monitoring the level of hardware appropriate to all administrative network users and the implementation of appropriate management information systems. ( This will be implemented by the IT Technician)
- Maintaining accuracy and security of all staff records.
- Dealing with software and hardware issues and problems from users of the administrative network, referring the problem on if necessary. .( This will be implemented by the IT Technician)
- Co-ordinating all recruitment; ensuring that all staff meet medical, qualification requirements, eligibility for employment and DBS checking procedures.( DBS implemented on SCR by the Office Manager)
- Budget reporting and advice to School account holders and financial returns to Waltham Forest Financial Services within statutory deadlines (as required).
- Managing staff absences in an appropriate manner and conducting probationary meetings with new administrative team members;
- Making recommendations regarding job descriptions of support staff, shortlisting and interviewing candidates for appointments to the administration team.
- There will be a need to resolve personnel and work related issues, discuss personal problems with staff that are often related to absence from work, offering information on the London Borough of Waltham Forest Council counselling service and consulting with Waltham Forest HR Practitioners to resolve problems.
- Manage the payroll services for all school staff within Sims System.
- Ensure the school's equality policy is clearly communicated to all staff in school
- To be responsible for the completion of all paperwork and contracts related to new starters.
- To liaise with the Headteacher on personnel issues.
- Manage recruitment, performance management, appraisal and development for all admin, Finance, IT, MDA and Extended Club staff and Premises staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff. Ensure DBS central record is maintained.( See SCR above)
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Liaison with all staff regarding personal issues e.g. absence, pay and leave; with Waltham Forest Finance Services regarding budgetary issues.
- Liaison with London Borough of Waltham Forest Council Records Disclosure Office regarding individual applications for disclosure and with London Borough of Waltham Forest Council HR regarding staffing issues.
- There will be a requirement to manage the DBS check processes; manage staff contracts and arrange rotas to ensure that essential areas of work can be covered if any team members are unexpectedly absent. The need to investigate potential investment possibilities and producing appropriate reports which ensure that cost savings can be identified, where applicable. In addition, managing printing and stationery accounts and costs and managing the cost of advertising in relation to recruitment
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Identify the types of skills, knowledge, understanding and experience required to
- Undertake existing and future planned activities
- Work closely with Strictly Payroll team to ensure staff pay is accurate and increases according to the School's Pay Policy
- Member of the Senior Leadership Team
- Overseeing all returns are submitted as required by the local education authority and Department for Education and Skills i.e. PLASC, staff absences and recruitment and student attendance.
- Line management of the School Administration Team including interview short listing, interviewing for posts, induction, risk assessments, probationary

#### **4 Management Information Systems and ICT**

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and

- plans for the school ensuring value for money*
- *Communicate the strategy and relevant policies, including Data Protection for use of technology across the school*
- *Establish systems to monitor and report on the performance of technology within the school*
- *Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems*
- *Ensure contingency plans are in place in the case of technology failure*
- *Ensure data collection systems providing information to stakeholders are streamlined to maximize efficiency of the data supplied. MIS systems (management information systems)*
- *Communications systems*
- *Manage systems and link processes that interact across the school to form complete systems*
- *Define responsibilities, information and support for staff and other stakeholders*
- *Develop process measures that are affordable and that will enable value for money decisions for those managing resources*
- *Establish and use effective methods to review and improve administrative systems*
- *Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximize efficiency and avoid duplication*
- *Prepare and complete all returns required for the DfES, CYPs and other agencies and stakeholders within statutory guidelines*

## **5 Facility and Property Management**

- *Act as the LBWF onsite representative to liaise with and manage the PFI contact at a low level.*
- *Ensure the safe maintenance and security operation of all school premises.*
- *Manage the safe maintenance and security operation of all school premises.*
- *Manage the maintenance of the school site including the purchase and repair of all Furniture and fittings.*
- *Ensure continuing availability of utilities, fire services and equipment.*
- *Monitor, assess and review contractual obligations (Catering, Cleaning Site Maintenance)*
- *Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.*
- *Ensure ancillary services e.g. Catering, cleaning etc., are monitored and managed effectively.*
- *See professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.*

## **6 Health & Safety**

- *Act as the school's Health & Safety Co-ordinator and Fire Officer.*
- *Plan, instigate and maintain records of fire practices and alarm tests in conjunction with school caretaker.*
- *Ensure the school's written health & safety policy statement is clearly communicated and available to all people*
- *Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change*
- *Enable regular consultation with people on health and safety issues*
- *Ensure systems are in place to enable the identification of hazards and risk assessments*
- *Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.*
- *Ensure the maximum level of security consistent with the ethos of the school.*
- *Managing and making decisions regarding the appropriate levels for administrative network users with the support of an ICT Technician; managing*
- *the levels of access to SIMS software package and levels of access to the financial software, within set policies; setting up the accounts structure for accounts software; maintaining an appropriate and effective financial policy;*

## **7 Effects of Decisions:**

- *Decisions made by the post holder will have a direct and/or indirect impact on the budget and resources of the school, on the safety and wellbeing of students and on staffing matters.*



- *Being part of the SLT will have a direct impact on the school improvement priorities.*

#### **8 Work Demands:**

- *The post will be subject to interruption from staff and other members of the administration team, both in person and on the telephone. In the case of staff it is necessary to evaluate the query and access whether it needs to be dealt with immediately, resulting in a change of direction, or whether it can be dealt with at a future date.*
- *The role will be subject to deadlines such as making returns to the Department for Education and Skills i.e. PLASC, staff and student data. Deadlines apply to financial reporting and monitoring to the Senior Management Team, Board of Governors and also to Waltham Forest Financial Services. These reports need to be produced on a monthly basis. Any variations to staff pay need to be sent to Waltham Forest Payroll Services as soon as possible to enable staff to be paid without missing*

#### **9 General Duties**

- *Assist colleagues and provide emergency cover as required and appropriate to grade. This may be at short notice.*
- *To receive incoming telephone calls and dealing with queries/ enquires.*
- *To liaise with suppliers regarding missing invoices, statements etc. when required*
- *Liaise with agency staff regarding any additional recruitment fees.*
- *Establish good working relationships with external contacts.*
- *Maintain manual and computerised records/ management information systems.*
- *Undertake typing, word processing and other IT based tasks in line with the role.*
- *Provide general advice and guidance to staff regarding all financial matter including orders, cost centers if required.*
- *To complete all annual performance reviews, probation reviews and establish training needs required for your team.*
- *To ensure all training required is carried out.*
- *Attend and participate in regular meetings.*

#### **10 Supervision and Management:**

- *The jobholder is responsible for the line management, including appraisals of up to 11 overall staff with the additional of 33 added staff ( such as MDA, Cleaners & Club Staff) covering different areas of expertise, for example the Finance and Admin, Premises, IT ,Midday Supervision & Club Staff.*
- *The supervision of these staff groups may extend to a specific project or a range of tasks. The full supervision and management of these groups of staff includes dealing with difficulties in the workplace, in line with the schools' policies and procedures.*

#### **11 SLT:**

- *Negotiate, consult and influence strategic decision making within the school's Senior Leadership Team and contribute to the creation of the School Improvement Plan- e.g. 'to enhance the partnership and communication between school and parents and school and local community. To carry out research and development on behalf of the Governors and SLT on a range of priorities, e.g. distributed leadership, development of a programme of health and wellbeing for all staff, parent engagement to enhance the life chances of all learners. Develop a listening campaign which responds to pupils and parents perceptions.*
- *Contributes to the school's SEF.*
- *The jobholder will be required to prioritise tasks so that other staff members who need immediate assistance e.g. with hardware or software problems, can continue with their work. Personnel or payroll issues would also normally be given priority. The jobholder will also assess what part of an absent staff member's role is essential and whether their duties need to be covered, reallocating staff as*

appropriate.

**Physical Demands:**

- The role will require normal physical effort and involves high use of ICT systems for interrogating financial systems and student and staff data.

**Working Conditions:**

- The role will be performed in an indoor, heated, lit and ventilated environment.

**Work Context:**

- The role is based in a school and will pose a minimal risk to personal safety of injury or illness.

**Knowledge and Skills:**

- The jobholder will be line managing a group of staff, all undertaking different roles and requiring a diverse knowledge of the School and its ICT systems.
- The jobholder will need to communicate with team members and resolve any issues they may have. This will require diplomacy, tact and discretion, along with excellent communication skills. Often issues may relate to software or hardware, or personnel matters. A good degree of ICT expertise is essential to manage the administration network.
- Extensive administrative experience within a school setting.

Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing HR. Managing H & S. Facility and property management. IT and administration management.

- Experience of managing within an educational environment. Managing at a Senior Management Team level.
- Able to deliver services and systems applicable for effective school management.
- Able to deliver value for money initiatives.
- Able to understand national & regional educational services and deliver appropriate strategies.
- Able to lead teams and individuals. Able to strategically influence decision making within the school.
- Able to use a range of ICT packages.
- Understanding Educational enterprise issues.
- Understanding of promoting positive relationships with the wider school community.
- Understanding of County policies - managing absence, redundancy, safeguarding policies.
- Highly developed interpersonal skills including influencing skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to work under pressure and meet deadlines.

## 12 Approach to Change

- *Be flexible and proactive when suggesting change.*
- *Review working standards and processes of the Support Staff on a regular basis and introduce changes as required.*
- *Actively promote new ways of working across the departments, becoming an advocate for departmental service development.*
- *Assist colleagues and provide emergency cover as required and appropriate to grade. This may be at short notice.*

## 13 Other Responsibilities

- *Contribute to the overall ethos/work/aims of the school.*
- *Establish constructive relationships and communicate with other agencies/professionals.*
- *To attend and participate in staff meetings.*

### **Flexibility:**

- *In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.*
- *The job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.*

- ***This job description describes the way the post holder is required to complete and perform the duties set out above.***

- ***This job description does not form part of the contract of employment.***

- **Approved by:..... Date:.....**

- **Signed by Post Holder:.....Date:.....**