



The John Fisher School
JOB DESCRIPTION
SCHOOL BUSINESS MANAGER

Contracted hours – 36 per week

Hours – 8.00am to 4.00pm (lunch 50 mins)

Responsible to The Headteacher
Responsible for Finance and Premises Staff

Job Purpose: To assist the Headteacher and the Governing Body by managing and providing the financial and premises support required to maintain the efficient running of The John Fisher School in pursuit of its educational aims and strategic direction.

Key Tasks

Financial Management

- To act as the main financial consultant and adviser to Governors, Headteacher and Senior Leadership Team; to prepare reports for the Governing Body's Resources Committee and LA.
- To prepare annual school budget for recommendation to the Headteacher and Governors.
- Monitor expenditure against budget and ensure that all income due to the School is received/collected.
- Prepare and submit all financial returns required by the LA, including monthly returns of income and expenditure and updated forecasts.
- Prepare the School's three year financial forecast for recommendation to the Headteacher and Governing Body.
- Ensure that relevant financial information is available internally to Curriculum Leaders and the Senior Leadership Team drawing attention to any over/underspend on departmental budgets, standards funds, specialist school funding etc.
- Maintain appropriate financial control systems, ensuring that the school's procedures comply with Local Authority's standing instructions.
- Supervise the School's Bank Accounts (currently six), ensuring that monthly reconciliations are carried out in a timely and accurate manner.
- Manage the school's cash balances in both the public and non-public accounts.
- Act as first point of contact for the Local Authority Auditors, external auditor and liaising with Governors as necessary.
- Ensure that funding is available to meet capital projects, liaising with Local Authority, ESFA, Diocese and other funders.
- Overseeing the collection of School Fund from parents. Ensure the annual gift aid claim is submitted to the Inland Revenue.
- Controlling day to day purchases and expenditure.
- Review the market for contract services purchased by the school and negotiate with suppliers in order to achieve best value wherever possible - e.g. telephone, reprographics equipment, catering, grounds maintenance, etc.
- To investigate Fund Raising for the school in submitting bids and other activities.

Premises Management

- Work with the Site Supervisor to facilitate day to day maintenance of the school's buildings, completion of minor building refurbishment works etc.
- Work with the Site Supervisor to ensure the security of the school site and plan for enhancement of the school's security arrangements.
- Liaise with the Local Authority and contractors to achieve implementation of the accessibility plan.
- Key holder – door keys and safe keys.
- Advising the Headteacher and Governing Body together with the School's Quantity Surveyor on annual bids for Diocese/LCVAP Capital Project bids.
- Work with Site Supervisor and School's Quantity Surveyors in order to draw up specifications/tender documentation for maintenance contracts and building works in liaison with the Governors Resources Committee.
- Advising the Governors Resources Committee and Headteacher in the decision making process as to which projects the annual LCVAP and Devolved Formula Capital money is to be allocated.
- Keeping all relevant documentation with regard to the LCVAP and Devolved Formula Capital expenditure and producing annual returns for the DFE.
- Monitor, on behalf of the Governing Body, contracts relating to Cleaning, Grounds maintenance, Catering and any others which impact on premises.
- To manage the inventory.
- To use financial information, especially benchmarking tools, to identify areas of relative over/under spend and to assess trends.
- To contribute to the development of the school's long term building program.

Payroll

- To be responsible for the management of the payroll information and pensions information for the schools directly employed staff.
- Ensure that the School's appointed payroll provider is informed of overtime and additional hours.
- Preparing monthly returns for overtime and additional hours.
- Checking the salary report for accuracy, and correcting the data where necessary
- Ensure that the payroll is correctly and accurately accounted for.
- Liaise with Office Manager and Local Authority ensuring all staff are paid in accordance with their agreed pay and conditions.
- Deal with any staff queries on pay, pensions etc.
- Be responsible for ensuring that the Apprenticeship Levy Account is managed efficiently to ensure the best value for the school.

Human Resources

- To update and implement, in conjunction with the Governors and the Headteacher, the school's staffing structure in preparation for annual staffing budget.
- To ensure that all the necessary financial data required for payroll, Teachers' Pension (TP) and Local Government Pension Scheme (LGPS) is submitted in respect of new appointments, changes to an existing member of staff's terms and conditions or the termination of a member of staff's employment.
- To ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements.

Insurance

- Act as primary point of contact for the School's Insurance brokers, dealing with the annual insurance renewal.
- Ensure that adequate cover is maintained.
- Oversee maintenance of the school's asset registers (non IT).
- Oversee the handling of any claims on the insurance policies.

Health and Safety

- Be aware of the responsibility for personal health, safety and that of others who may be affected by your actions or inactions.
- Co-operate with the Governors on all issues to do with health, safety and welfare and act as the lead on all issues regarding Health and Safety.

Lettings & Income Generation

- Manage all lettings contracts including Sports College, Pavilion, Chapel , ensuring that relevant insurance and contracts have been signed
- Prepare and manage the accounts from lettings
- Maintain up to date records of all lettings
- Market the school to external interested groups, working with consultants to attract and secure additional resources for the school.

General

- Line manage the performance management and related professional development of identified support staff.
- Carry out appraisal system for identified support staff.
- Contribute to the development of the School Development Plan with the Senior Leadership Team and ensure that financial costings are included wherever possible, as recommended by FMSiS.
- In liaison with the Headteacher maintain the school diary to ensure effective forward planning.
- Attend meetings of relevant Governor sub-committee meetings.

Continuing Professional Development

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.