

## **School Business Manager Job Description**

SO1 (points 29-34)

### **Post Reports to: Headteacher**

**Responsible to** : The Headteacher

**Responsible for** : This post does not include line management of other staff

### **Main Purpose of the Job:**

To model and promote the values and ethos of the school.

To strategically lead, develop and manage the business, financial, premises, personnel and administrative aspects of the school in order that the Headteacher, Deputy Headteacher and Governing Body can most effectively support the learning and well-being of all of our children, families and staff.

To take a lead role in planning, development, design and monitoring of whole school support systems, procedures and policies.

The post holder will work closely with the Headteacher and Deputy Headteacher as part of the Leadership Team to continuously improve what the Nursery offers to children and families.

The post holder will maximise income generation and manage the budget to have the greatest impact on learning.



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## **Responsibilities**

Comply with and assist with the development of policies and all procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.

Participate in training and other learning activities, supervision and staff review as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Share expertise and skills with others.

Promote and support positive relationships with children, families staff, other professionals and visitors.

## **Summary of duties:**

### **Leadership and Management**

Become part of the Leadership Team to promote the best interests of the children, families and local community of Lark Hill Nursery School.

Provide strategic support, advice and guidance to the Head, Deputy and Governing Body on all aspects of school business management.

Ensure that administrative, premises, personnel, financial and IT services and systems operate within the school meet current legislation, council and school based policies.



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Ensure there is a sustainable and effective link between the budget and the School Development Plan.

Play a key part in the collating, analysing and presenting of information to the Headteacher, Deputy and Governing Body including offering solutions and options for developments and improvements.

### **Whole Nursery Administration**

Be a friendly and informative contact for families, the local authority and external agencies. This includes being a welcoming first point of contact on the Reception desk, as required.

Ensure first day of sickness calls / texts are made / sent to support our monitoring of absence and attendance.

Be responsible for the computerised Management Information System.

Take a lead role in the development and maintenance of records, management, information systems including those for finance, safeguarding, health and safety, children and staff records including attendance and absence.

Maintain the School's Single Central Record and ensure all DBS checks are carried out.

Provide detailed analysis, evaluation and reports on all aspects of work.

Plan for and forecast future numbers of children.



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Be responsible for the administrative duties associated with the admission process (recording enquiries, allocating places for two year olds, liaising with the Admissions Team for their offer of places to three and four year olds, issuing pre-arrival paperwork, arranging home visits and preparing the paperwork.)

Be responsible for the submission of relevant information to the Governing Body and outside agencies including the Local Authority and Department for Education.

Be responsible for the effective operation of systems relating to staff information, such as payroll, contracts and continuing professional development.

## **Finance**

Provide strategic leadership in financial management to ensure the long term sustainability of the school.

Take a lead role in planning, monitoring and evaluation of the school budget and the processing of expenditure from the school budget.

Take a lead role in health and safety management including the management of the administrative requirements attached to safeguarding in schools.

Develop and compile budgets and forecasts so that the Headteacher, Deputy and Governors are given timely and accurate advice on all financial and related business matters.



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# Lark Hill Nursery School

Be responsible for developing the financial aspects of the School Development Plan, monitoring its performance, ensuring alignment to staffing and finance plans and presenting regular reports to the Headteacher, Deputy Headteacher and Governing Body.

Complete annual benchmarking activities to ensure the Nursery operates in line with best value principles.

Submit monthly variations to the Local Authority relating to overtime and sickness.

Administer the annual purchase of services from the Local Authority and other suppliers and being the first point of contact for those organisations.

Take a leading role in the securing of funds for the school to support sustainability.

Ensure that financial systems within the school, including SIMS meet the requirements of the SFVS framework, follow sound practice, have clear accountability and are closely monitored.

Liaise with the Local Authority's Finance Officer to ensure the budget is closely monitored.

Carry out the daily management of school accounts efficiently and according to agreed financial procedures. (Order, process and pay for all goods and services, operate all bank accounts, ensuring monthly reconciliation, prepare invoices and collect all payments, responsible for processing the school's VAT liabilities)



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Maintain an assets register

Take a lead role in the administrative work attached to the recruitment of staff and in managing associated employment procedures.

Identify the need, and be responsible, for securing appropriate licences and insurance for the school.

Take a lead role in procurement and securing other sources of funding.

### **Personnel**

Ensure that good personnel practice is followed throughout the school and that policies adopted by the Governing Body are implemented (following Safer Recruitment Guidance)

Ensure that all newly appointed staff receive a contract of Employment and Job Description within the statutory period and have oversight of all Employment contracts and Job Descriptions.

Ensure that the school's staffing establishment is monitored, can respond to new requirements and that changes are made only after consultation with and agreement of the Governing Body.

Conduct 'Return to work' interviews with all staff as part of our Sickness Absence Policy.

Carry out all duties and responsibilities in accordance with Health and Safety and Equal Opportunities legislation and the Statutory Framework of the Early Years Foundation Stage.



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# Lark Hill Nursery School

Work positively and inclusively so that the Nursery delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

Work flexibly, in the interests of the children and families of Lark Hill Nursery School.

(This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.)

**Lark Hill Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Name of Postholder :

Date :

Signed:



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# Lark Hill Nursery School

Name of Headteacher :

Date :

Signed :



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