

Church Drove, Outwell, Wisbech, Cambs PE14 8RH Tel: 01945 772439 Email: office@beaupre.cambs.sch.uk

Web: www.beaupreprimary.co.uk Headteacher: Mrs Michelle Munday

Beaupre School is committed to safeguarding and promoting the safety and welfare of children and expects all staff and volunteers to demonstrate this commitment.

JOB DESCRIPTION

School Business Manager **30 hours per week term time + 2 weeks per year**
Monday – Friday 8.30am – 3:00pm (including 30 minute unpaid lunch break)

Responsible to: **The Headteacher**

PURPOSE OF THE JOB:

To support the school in attaining its aims and objectives by providing and managing an effective administrative service within the school. To manage the finances of the school in liaison with the Headteacher and Governors with the objective of providing the most effective and efficient service to facilitate planning, prioritising and organising work. To support the SLT in the effective appointment of new staff and maintenance of staff records including adherence to Safeguarding requirements. To support communication within school in conjunction with the Headteacher through weekly correspondence in advance and holding the Headteacher's diary.

MAIN RESPONSIBILITIES

Finance and Accounting

- 1 To manage all the day-to-day financial matters of the school, in consultation with the Headteacher and Governing Body, including preparation of the annual budget, and monitoring the rolling development and business plan for the future of the school within the school development plan.
- 2 To manage correspondence, seek out suppliers to ensure best value, place orders, invoices and payments monitoring expenditure and budgetary performance, to ensure that spending is within approved limits and in accordance with adopted procedures and regulations, including ensuring that the school complies with VAT legislation.
- 3 Ensure banking/accounting of all monies.
- 4 To manage all bank accounts and ensuring auditing is carried out at year end.
- 5 Monitor the school budget and report regularly to the Headteacher and Governing Body, including attendance at Governing Body meetings to present Budgetary Control Reports and report any issues or variances. Attend Governors meetings to support the Headteacher, where appropriate.
- 6 Process all orders and invoicing and to be a bank signatory.
- 7 Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to follow procedures. Monitor quality of purchases and to seek out new suppliers.

- 8 To manage the school's financial systems including reconciliation of bank accounts.
- 9 Ensure the school complies with VAT legislation.
- 10 Ensure appropriate insurance cover, and necessary licences are in place for school property, buildings and personnel.
- 11 Liaise with appropriate staff and co-ordinate expenditure on INSET etc.

Personnel

- 1 Monitoring payroll information, checking for accuracy and ensuring compliance with pay policy.
- 2 To manage cover arrangements, including acting as point of contact for staff reporting absence.
- 3 Book training for staff and governors.
- 4 Collate all supply teacher claim forms and staff claims for additional hours and process through the payroll portal (EPM) to meet deadlines each month. Maintain confidential records on employee salaries, in order to ensure that expenditure under this heading is controlled. Reconciling payments made by payroll provider.
- 5 Log all sickness and other absences of all employees and submit relevant returns monthly, through the payroll portal (EPM) and Personnel files (electronic and paper). Submit insurance claims where applicable.
- 6 Prepare recruitment materials for all posts, arrange for the advertisement to be placed, collate information of applicants ready for short listing and invite short listed candidates to interview. Arrange hospitality for candidates and interview panel.
- 7 Carry out induction process with new staff, supply staff and governors, in line with school policy.
- 8 Set up new employee contracts and personnel files (electronic and paper) through the payroll portal (EPM) as instructed by the Headteacher.
- 9 Ensure that all members of staff and volunteers have relevant CRB/DBS disclosures and are checked against the Children's Barred List.
- 10 To implement variation /renewals of staff contracts as instructed by the headteacher.
- 11 Ensure that new members of staff are inducted effectively into the school, in accordance with the Beaupre Staff Induction Policy.
- 12 To liaise with the secondary school careers' staff for work placement students.
- 13 Manage the deployment of Admin Support Staff and carry out performance management of the Office Manager and Administrative Assistant together with the Headteacher.
- 14 To support the Headteacher with payroll and personnel queries, in conjunction with the school's HR and payroll provider (EPM).
- 15 To attend SLT meetings where appropriate.

Safeguarding & Due Dilligence

- 1 Attend training, as necessary.
- 2 Maintain and update the Critical Incident File.
- 3 Maintain and update the Single Central Record for all staff, supply, visitors and volunteers at Beaupre Community School, to meet County and statutory safeguarding requirements.

- 4 Management of all school policies including, but not limited to: editing, distribution, collation, Governor ratification and publishing.
- 5 Ensure GDPR regulations are adhered to, maintain GDPR logs and complete annual audit.

General Management & Administration

- 1 Provide a timely and effective secretarial and administrative support service to the Headteacher and Leadership Team in accordance with good secretarial practice, manage the Headteacher's diary. Acting as a member of the school cascade in the event of an emergency school closure.
- 2 Manage the School's Letting process to outside organisations, including liaising the school caretaker, preparing invoices and ensuring that accounts are settled, submitting caretaker's claim forms.
- 3 The provision of assistance to the Office Manager and Administrative Assistant for visitors, staff and pupils with enquiries made at the reception point, which must be managed in a warm and welcoming manner, resolving or reducing queries and giving advice where appropriate.
- 4 To be fully conversant with Health and Safety regulations and ensure they are complied with.
- 5 Excellent telephone manner.

All staff must

- 1 Comply with data protection requirements in all working practices and maintain confidentiality, as necessary.
- 2 Fulfil equality and diversity and health and safety responsibilities appropriate to the role.
- 3 Undertake any other duties, consistent with the grading of the post.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

Signed: School Business Manager

Date:

Signed: Headteacher

Date: