

Headteacher: Mrs. Wendy D'Arcy

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Inspiring Children to **shine**



Hardwicke Parochial Primary Academy
Poplar Way
Hardwicke
Gloucester
GL2 4QG

Telephone: 01452 720538

'walk as children of light'

Job Description – School Business Manager

Grade: Grade 7 (pts 21-25) £26,511- £29,577 p/a pro rata

Flexible hours to be discussed but 30/ week minimum preferred

Term Time + 2 weeks = 40 weeks worked

Contract: Permanent subject to 6 months probationary period

Closing Date: 8th November 2021

Interview Date: week commencing 15th November 2021

Start Date: As soon as possible

Overview:

- To manage the financial planning and monitoring, personnel and premises related functions of the school;
- To assist and advise the Head Teacher in aspects of finance, premises and personnel;
- To fulfil a strategic role as a member of the Leadership Team in developing the school to make best use of available resources;
- To support the Clerk to Governors, Chair of Governors and Governing Body with adequate and timely reporting.

Duties and responsibilities:

Finance -

- Prepare the annual budget via HCSS (Access Education), control, maintain and monitor the annual budget via PS Financials (PSF) gaining approval from the Headteacher, Governors and DGAT with regular, accurate and timely financial reports for the Head and Governors;
- Manage and maintain an appropriate accounts structure within PSF, liaising as necessary with DGAT and auditors;
- Manage and maintain SIMS for pupil and personnel records, completing and submitting accurate information for compulsory Census returns;
- Be responsible for claiming reimbursements and ensure that the school receives all income due;
- Comply with DGAT procedures to ensure that financial transactions are dealt with in an accurate, appropriate and timely manner;
- Place orders, process goods received and process invoices for goods and services;
- Monitor and reconcile monthly payroll for school and follow up/correct any discrepancies;
- Administer school outings and visits including all travel arrangements (eg booking of coaches) as necessary and all payments and collection of monies;
- Liaise with DGAT Central Team to ensure that new finance initiatives and requirements are implemented efficiently, attending training as and when required.



Personnel and Staffing (HR) -

- Maintain personnel contracts in accordance with the Local Authority Human Resources procedures;
- Manage the administrative arrangements for staff appointments, including the organisation of Enhanced DBS Checks for new staff, volunteers and contractors at the school;
- Maintain and manage confidential staff records including the Single Central Record;
- Line manage the school admin team, midday supervisors, cleaners and caretaker
- Ability to develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate)
- Experience of performance management of staff;
- Manage, maintain / record staff absences via SIMS and arrange supply cover for absent staff. Submit absences via insurance claim for reimbursement where applicable;
- Liaise with HR and Payroll Staff as required;
- Advise Governors, as required, on all aspects of HR inc Maternity cover & redundancies;
- Ensure the school complies with legislation regarding equal pay and employment protection;
- An understanding of Teachers' and Local Government pay and terms of conditions.
- Ensure school fulfils its obligations under the Health and Safety at Work Act.

Facilities Management (Health & Safety and Premises, Estates) -

- Co-ordinate the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operations of all facilities on the property;
- Monitor and manage all service contracts (e.g. cleaning, grounds, refuse)
- Take responsibility for the installation and maintenance of equipment for protection against, and escape from fire, including maintaining records of and initiate regular fire practices and alarm tests and ensure emergency procedures are current and timely;
- Understand the elements of fire safety and the associated risks to the school through the process of risk assessments
- Be responsible for ensuring that all regular testing of equipment e.g. emergency lighting, Legionella, Portable Appliance Testing, takes place;
- Be responsible for arranging the upkeep of the playing field, garden and playground including the arrangement of playground marking;
- Maintain the school inventory via PS Assets;
- Be aware of health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors and ensure they are complied with;
- Be aware of risk assessment tools and how to use them to establish hazards within the school and the associated risks involved;
- Be aware of the importance of a disaster recovery plan;
- Liaise with the Diocese and / or Local Authority in building matters to manage any building projects i.e. Preparation of tender documents, obtaining necessary quotes and risk assessment during any building process.

Administration -

- Manage the school office team, implementing systems as necessary for effective administration, communication and record keeping;
- Ensure Hardwicke Parochial Academy's documentation (e.g. letters, prospectus, newsletters, surveys) are completed to a high professional standard, in a timely manner;

- Manage / maintain the administrative function including school, reception, reprographics, records and telephones etc;
- Be responsible for the system and general management of the schools administrative and financial computer network and the implementation / upgrade of appropriate MIS;
- Oversee the maintenance of pupil records including attendance and assessment information;
- Act as a correspondent for the Department of Children, Schools and Families and be responsible for the records and returns required;
- Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness;
- Liaise with stakeholders as necessary - parents, other local schools, the local authority, the Diocese, external suppliers and contractors;
- Maintain total confidentiality in all matters relating to the school;
- Attend Governors meeting with prior notice and provide prepared reports;
- Be responsible for coordinating the use of school premises for extra-curricular activities, school functions and out of school clubs, including administration;
- Undertake any other appropriate duties and all correspondence as required for the efficient running of the school;

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.