



Eltham C of E Primary School
Job Description
School Business Manager (Grade PO3)

Main Purpose of the role:

To enable successful teaching and learning across the school through supporting the Head and staff team by:

- ensuring the smooth and efficient running of the school office and of the school's financial, administration, personnel, premises, business and support services
- contributing towards the caring, inclusive and child-centred Christian ethos of the school
- meeting with the Headteacher and any other relevant members of the Leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to financial, administration, premises, business and support service matters, including identifying priorities, advising about sustainability and contributing to strategic planning in line with the ethos of the school and the School Development Plan
- managing all non-class-based support staff

Finance:

1. Assist and advise in the preparation and planning of the school's annual budget. Ensuring that the budget is administered and monitored in accordance with the needs of the school. This will include closing the annual budget accounts, reconciling final accounts in line with consistent financial reporting
2. To be responsible for strategic planning aspects, including all financial implications and ensuring the school makes best possible use of the resources available
3. To establish, operate and maintain the school's budget and accounts, including school fund, school journey and other accounts
4. To ensure the accurate inputting and reconciliation of the monthly payroll (ensuring that requested changes to payroll have been implemented, codes are correct, payroll is reconciled providing on-going actual and projected costs to the Headteacher)
5. Ensure adequate accounting and other financial systems are in place and operated, including the payment of invoices and monthly reconciliations (including payroll as above, VAT and bank accounts, school lunches)
6. Ensure efficient arrangements are in place for the collection and banking of monies including school lunches and clubs. Liaising with outside agencies and parents/carers regarding financial matters
7. Provide accurate and up to date financial advice, information and reports to budget holders, Headteacher, Governors, LA, payroll and pension providers as required

8. Arranging and supervising the school's contracts and Service Level Agreements with external suppliers of administration and financial services
9. Ensure that the school achieves value for money in the execution of its activities, managing procurement and ensuring orders are placed in accordance with regulation
10. Ensure the presence of adequate financial controls at all levels, agreeing and implementing audit recommendations and accounting correctly for VAT
11. Attend and contribute to Governors' Meetings on financial matters as required
12. Ensure adherence to the National and Council's Financial Regulations and the school's Financial Procedures, including preparing evidence of our practice to Governors in line with the 'School Financial Value Standard'

Personnel:

1. To co-ordinate all support and teaching staff recruitment including the placing of advertisements
2. To be responsible for the effective administration of the recruiting process ensuring DBS Checks, references, qualifications and other relevant personnel material are sighted and checked. To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential
3. Ensure the Single Central Record is up-to-date and held in line with the latest Borough and Ofsted advice
4. Oversee the Sickness Absence procedure including inputting data to school and payroll systems and providing reports
5. To liaise with teacher supply agencies and their staff and to ensure appropriate safeguarding
6. To liaise with payroll about changes to staff hours and duties, including overtime. To prepare and process additional hours and pay claims on a monthly basis
7. Ensure adequate and compliant personnel systems and records are in place and to implement these including salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries, absence returns, confidential files.

Premises:

1. To line manage the Premises Officer/School Caretaker and ensure the maintenance of all school buildings, ground and utilities, ensuring that any repairs are promptly and properly carried out
2. To oversee the management of facilities including use of lettings and associated income
3. To oversee the management of building works and ensure contractors comply with health and safety requirements
4. Work with the Premises Officer/School Caretaker to keep up to date inventories of assets
5. To liaise with the Premises Officer/School Caretaker with regard to statutory Health & Safety obligations for the school site and any day to day issues relating to the smooth running of the school

General Management and Administration

1. Promote the school to parents, visitors and the wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, by telephone, or via email; ensuring the provision of a welcoming, tidy and efficient school office and reception area; establishing and maintaining good working relationships with the whole school community
2. Ensure that the school's policy for safeguarding is applied (overseeing the admittance of visitors/contractors)
3. Meet with the Headteacher regularly to go through the diary and identify key events and responsibilities; provide an update on relevant information
4. To negotiate (or advise on negotiations), manage and monitor contracts, tenders and agreements for the provision of support services
5. Promote the school and advising parents in relation to planned admissions and in-year admissions into the school; notify the Headteacher of any in year applications; coordinate parental visits; manage admissions – maintaining the waiting list and applying the admissions policy
6. Prepare and submit returns to appropriate bodies in line with LA and national requirements (including EYFS, school workforce, Statutory Assessments and the Census)
7. Demonstrate strong digital literacy skills and a positive, curious approach to technology, with the confidence to learn new tools and explore creative solutions to operational challenges. Show evidence of problem-solving systems and processes in thoughtful, efficient ways, making appropriate use of technology where it adds value. A forward-thinking mindset toward change, an openness to experimentation, and some practical awareness of emerging tools, including AI, to support smarter ways of working, while maintaining sound judgement, data protection, and professionalism.
8. Ensure that computerised Management Information Systems and records are maintained and kept up to date, and that these are developed commensurate with the needs of the school, including: absence, school lunches, SEN register, staff and children's details
9. Manage a schedule of review for policies – advising the Headteacher on statutory and recommended policies, relevant legislation and regulations
10. Ensure adequate systems are in place for recording, monitoring and reporting of attendance and punctuality information in line with the school policy and ensuring that pupils records are maintained
11. Support the Headteacher with correspondence, policy documents and publications as required
12. Assist in the coordination of special school events
13. To liaise with the school's educational visits coordinator to facilitate school trips and the annual school residential journey – including appropriate travel and financial arrangements
14. To liaise with appropriate staff to maximise sources of income
15. Liaise with the PTA (Parent Teacher Association) for all school events
16. Undertake any other relevant duties within the competence of the post holder at the request of the Headteacher.