JOB DESCRIPTION

Job Title
School Business Manager
Salary Range
Line Manager
Chief Finance & Operating Officer (CFOO)
Base Location
Line Management Responsibility
No direct line management but the post has functional oversight of the work of the administration and premises staff. The role will involve supporting, training and mentoring School Administration and Facilities teams and high levels of liaison with central staff, the Head teacher and external suppliers.
Purpose of Role
Overview: The position requires individuals who can work effectively across a broad remit. Each School Hub Business Manager will be responsible for a number of schools, and will be expected to be mobile so that each school receives regular visits from the Hub Business Manager. The role will be supported by administrative and premises staff at each school, and is pivotal in combining the needs of individual schools with the Trust's ongoing programme of improvement. Hubs have been created based on geographical split of the Trust schools. Hubs may be varied from time to time dependent on need. **Role Purpose:** The post holder will be responsible for providing of a comprehensive school business management service to the hub schools, including Finance, Human resources, Premises, Contracts and Administrative oversight.

Key Accountabilities

Finance for all hub schools:

- Via guidance from the CFOO, to disseminate financial policy information to Headteachers and Local Governing Boards, ensuring each school within the hub is compliant with CASTs financial policies and the Academies Financial Handbook.
- To prepare the initial draft annual revenue budget and three year forecast working closely with the Headteacher and CFOO, ensuring alignment with budgetary guidelines agreed by the CAST board
- To prepare an initial 3 year capital and premises improvement plan with the Head teacher for submission to the CFOO
- To produce monthly management accounts and to report on the financial position of the hub schools to the CFOO and the Head Teacher, preparing proposals/recommendations to correct identified variances
- To provide in-year budget updates as necessary for each school as requested by the CFOO Central
- Support the CFOO as necessary through providing information for ESFA reporting, including the Budget Forecast Return, year-end accounts and the Annual Return.
- To manage and reconcile the bank accounts (if retained) for each hub school, ensuring income and expenditure is only for parental and voluntary contributions.
- To reconcile the monthly credit card spend for each hub school. Ensure credit card spend is compliant with the financial procedures.
- Support financial accounting team with re-directing any invoices or expenditure information to the Accounts Payable team.
- To ensure that relevant records relating to finances are retained for audit
- To ensure that outstanding commitments are regularly reviewed, updating the system as necessary to ensure accurate financial reporting.
- Keeping up to date with grant funding requirements, ensure each hub school records grant income accurately and spends grants income in-line with relevant guidance. This includes but not limited to Pupil Premium, UIFSM and Sport Grant.
- Oversight of school trip and residential activities, ensuring income and expenditure is correctly recorded. Audit hub schools to ensure trips are risk assessment compliant and funds are correctly collected.
- Maintain fixed asset register for each hub school, and complete annual fixed asset testing.

- To use financial information, particularly benchmarking tools, to identify areas of relative spend
- Working with the Premises and Procurement Manager negotiate, manage and monitor contracts and agreements for the provision of services to the hub schools, ensuring best value

Human Resources

- To provide school senior leadership team with Human Resource policy guidance, advising on matters such as salaries, expenses, absence, maternity procedures, disciplinary and grievance and other personnel issues, escalating to CAST Central HR as needed.
- To support the Head Teacher at personnel meetings as necessary
- To ensure that the SIMS or personnel database within school is accurate, and to check actual salaries against 'committed' on a monthly basis to ensure correct payments are being made to staff. To investigate and deal with any discrepancies in a timely manner.
- Authorising forms relating to staff remuneration e.g. 'additional hours' claims, supply and other timesheets, before they are submitted for action to the payroll provider.
- To review supply cover costs on a regular basis and take action should a hub school supply costs overspend against budget.
- Ensure the safer recruitment policy is satisfied before employment commences.
- Oversee the administration of all personnel matters, including offer letters and contracts of employment.
- Ensure that confidential staff records/personnel files are maintained, compliant and secure.
- To ensure regular reporting to the CAST central HR team on all personnel related matters
- Support training and development of the administration team within the school.

Premises and Procurement

- To report Buildings Conditions and Health & Safety concerns to the Premises and Procurement Manager
- To contribute as required to Trust Asbestos and Land & Buildings Return reporting.

- To liaise with the Headteacher, Caretaker and Premises and Procurement Manager with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property.
- To prioritise and agree with the Headteacher, and Premises and Procurement Manager where appropriate, all issues relating to non-minor building improvements/repairs.
- Ensure that all Formula Capital projects meet the relevant criteria for spending once approved.
- To liaise with contractors, working within agreed regulations and overseeing all building maintenance and repair projects to their satisfactory conclusion.
- Manage repair and maintenance works schedule for each school in the hub
- Maintain a list of local preferred suppliers, and ensure schools refer to this preferred supplier list when addressing minor repairs and maintenance

Health & Safety

- To understand the main health and safety issues specific to each hub school and how they relate to students, staff, visitors and contractors. To consult with the School's Designated Health & Safety coordinator, ensuring all agreed compliance checks are completed and correctly recorded and that the CAST Health and Safety Policy is adhered to.
- To ensure that the caretaker and Headteacher are fully aware of matters relating to health and safety in line with the Health and Safety Policy
- To ensure that documentation for health and safety and school maintenance programmes are effectively retained.

Compliance

- Ensure each hub school is compliant with core buildings and maintenance legislation and CAST agreed policies and procedures, including but not limited to: PAT testing, fire risk assessment, legionella testing, building conditions, asbestos register
- Support the Trust Safeguarding Officer by ensuring that the CAST Central and Local Authority Safeguarding reporting is completed for each hub school and reported to deadlines. Co-ordinate with Designated Safeguarding Lead to ensure safeguarding information is stored securely.

- Ensure that support staff undertake relevant training, including health & safety, preparation of food, GDPR, safeguarding

Data Administration

- Take ensure the timely completion of the School Census for hub schools and maintenance of School Census data at CAST Central, ensuring approval by the Head.
- Ensure accurate record keeping and timely and accurate returns across all areas of school administration
- Provide guidance on Data Protection policies and support hub schools with GDPR compliance.

Budgetary Authority

- The post holder will not have a designated budget but will have authority to approve expenditure on behalf of the Head Teacher in line with the Finance Policy delegated authorities which may vary from time to time.

Knowledge and Experience

Skills and Qualifications:

- Higher level qualification (degree or HND) - desirable
- ISPL or Schools Business Manager equivalent – desirable
- Or Financial and/or Procurement professional qualification with School Business Management experience - essential
- Minimum five years School Business Manager/Senior Administrator experience - essential
- Excellent excel skills, able to manipulate data
- Confident working in teams and with suppliers
- Proven track record delivering change projects
- Ability to build effective working relationships with Trust staff, contractors, and outside agencies/organisations
- Experience of the HCSS budgeting tool and a good understanding of the ESFA financial returns

Personal Qualities
• An honest, professional and open approach with high levels of integrity. • Ability to maintain confidentiality • Assertive with the ability to influence others. • Inclusive approach, developing and encouraging team work in schools, staff and professional advisors, with ambition for raising standards throughout the MAT. • Business-like in ensuring the required standards of performance are achieved by staff and professional advisors. • A sensitivity and empathy to developing appropriate policies and procedures within a faith environment. • An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise. • An ability to work under pressure and to deadline (statutory and non-statutory) managing conflicting priorities; to evaluate impact and make independent judgements. • A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church
Expected Outcomes
• Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons. • Accurate and timely information, advice and recommendations are made to the Trustees, Directors of the Board and senior team on financial and resource matters. • Academy staff are fully aware of best practice around financial and resource management, policies and procedures through effective training and support. • Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff • Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.

- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.