

# SCHOOL BUSINESS OFFICER

<b>Job Title:</b>	School Business Officer-
<b>Responsible to:</b>	School Principal/Headteacher
<b>Terms &amp; conditions:</b>	35 hours per week x 52 weeks per annum.
<b>Salary Range:</b>	APT&C Scale SO2, Points 26 -28 £37,443 - £39,264
<b>Leads &amp; Manages:</b>	Finance Team; Administration Team, Facilities Team,

## Purpose

- With the support of the Trust lead and be accountable for the financial management of the school, ensuring effective financial management processes operate within the school
- To hold line management responsibility for the Finance Team; Administration Team, Facilities Management Team.
- To implement School and Trust policies and procedures as appropriate in day-to-day activities
- Manage Human Resources work within the school with support of both the Trust and 3<sup>rd</sup> party external HR supplier, covering all staff both teaching and non-teaching.

## Strategic Leadership

- Attend Senior Leadership Team meetings as required
- Provide financial advice to SLT and other budget holders, ensuring maintenance of financial probity at all levels
- Prepare information as required for publications and returns for the DfE, LA, the Trust and other agencies and stakeholders
- Participate in Trust-wide improvement strategies working with other SBLs within the Trust and the Directors of Operations, Finance, Assets and ICT

## Financial Management – With guidance from the Trust

- To have the capacity to lead on all financial management within the school
- To have the capacity to manage the work of the finance team as appointed, including their appraisal and development
- Oversee the processes for ordering, delivery, invoicing and payment for supplies and services, ensuring that all such procedures meet statutory, ESFA and Trust requirements
- Successfully preparing for, and participating in, internal control evaluation audits and Trust annual audits
- To have the capacity to have oversight of monthly budgets.
- Monitor income and evaluate expenditure against budget and advise on any actions to be taken as a result of the monitoring process
- Manage ear-marked funding streams and ensure that all such funds are accounted for
- With the support of the Trust prepare year end accounts
- Prepare reconciliation of the school's bank account
- Prepare and invoice external organisations for the use of school resources i.e. lettings.
- Process payments by BACs on PS Financials
- To maintain and update the school budget software.
- Be responsible for the correct management of the school bank account(s)
- Have oversight of all service level agreements and contracts, ensuring that best value practices are adhered to
- Ensure compliance with the Academies Financial Handbook, the Trust's Financial Regulation and any other financial regulations
- Lead the recruitment process for staff to join the finance team
- Ensure the appropriate induction of staff new to the finance team
- To have the capacity to analyse and research information and make recommendations as required for presentation to the Local Governing Body
- Liaise as necessary with the Trust's Finance team.
- Attend appropriate Local Governing Board meetings by agreement

## School Administration – With guidance from the Trust

- Manage the school's administrative functions ensuring that they are efficient and meet the school's needs.
- To manage the work of the administrative team, including appraisal and development
- Be responsible for the provision of high-quality administrative support to the Principal and Local Governing Board of the school.
- Ensure the appropriate induction of staff new to the administration team
- Liaise with the Trust Governance Lead to ensure that Local Governing Board meetings run smoothly with efficient organisation of agendas and reports, accommodation and refreshments etc.
- Liaise as necessary with the Trust's Director of Operations

- To maintain Mini-Bus documentation

#### **Facilities Management – With guidance from the Trust**

- To lead on all facilities management within the school, including health and safety, maintenance, repairs and refurbishment programmes
- Line manage the Facilities Team and oversee the responsibility for recruiting, inducting, appraising and developing facilities.
- Review on a regular basis the provision of services via contracts and tenders
- Oversee the Caretaker's monitoring of service level agreements and liaison with sub-contractors, as appropriate
- Ensure appropriate risk assessments are in place and that these are reviewed regularly.
- Be available outside of school hours to advice and facilitate a speedy resolution on emergencies as they arise
- Liaise as necessary with the Trust's Director of Assets

#### **Human Resources – With guidance from the Trust**

- Lead on all HR matters
- Lead on advertising for vacancies and co-ordinating interviews and interview documentation
- Ensure that HR issues in respect of all staff are dealt with effectively, such as pay queries, absence issues
- Advise the Principal on HR issues
- Oversee the preparation of necessary documentation to inform staff in writing annually of their current salary
- Ensure the proper recording and submission of sickness returns for all staff
- Oversee and supervise the maintenance of all staff contracts; monthly payroll submission; safeguarding checks; maintenance of the HR database and confidential files
- Maintenance of the school's Single Central Record, ensuring that it at all times is up to date and meets all statutory and Trust requirements
- Be responsible for the security and confidentiality of HR files and correspondence and to develop systems for the secure dissemination of such information when required.
- Liaise as necessary with the Trust's HR Team.
- Seek and make use of specialist expertise in relation to HR issues as necessary
- Completing and sending off the workforce census
- Preparing return to work meetings when required.
- Making referral's to Occupational health when required
- Setting up and removing new starters/ Leavers as and when required
- To set up and remove staff on every portal
- Preparing overtime and expense reports to be sent to the trust by the deadline

#### **Personal Assistant to the Principal**

- Update the Principal's diary and appointments schedule and assist him/her in managing work flow, outputs and deadlines.
- Produce reports and correspondence and undertake research as required

#### **General**

- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example
- Keep abreast of current legislation and developments in relation to all aspects of the role
- Undertake personal professional development activities, as agreed

**The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post and competence of the post holder**