

## **JOB DESCRIPTION**

<b>READING BOROUGH COUNCIL</b>	<b>Department/Division: Education &amp; Children's Services</b>
<b>Post Reference No: BLACCBM01</b>	<b>Location: Blagdon Nursery School</b>
<b>Job Title: School Business Manager</b>	<b>Grade/Salary Range: RG6 - SCP 28 - 31</b>

### **JOB PURPOSE**

#### **LEVEL 4 :**

To promote the highest standard of business ethos within the administrative function of the centre and to strategically ensure the effective use of all resources in support of the Nursery School objectives.

To organise, maintain and monitor the Financial, Administration, Human Resources, Facilities and Property, ICT and Health and Safety Management of the Nursery School.

To take a cohesive approach to the management of the nurseries support functions, including commissioning and delegation of relevant activities.

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

To be the lead support staff professional and work as part of the Senior Management Team to assist the Head Teacher and Executive Headteacher in their duties.

To be accountable to the Head Teacher and Governing Body

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Leadership and Strategy**

- Member of the Senior Management Team offering financial and personnel support and advice as required
- Plan and manage change in accordance with the Schools Improvement Plan
- Act as System Administrator for the computer systems (SIMS/FMS)
- Improve and develop financial statements, forecasts and best value procedures
- Attendance at Finance/Governors, SLT Meetings to provide information as required including annual budget statement, CFR Return.
- Line management of relevant support staff.

#### **Finance**

- To analyse and evaluate information and prepare a strategic financial plan that will indicate trends and future years budgetary requirements and present to Governing Body for approval
- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations and Financial Management Standards in Schools
- Monitoring the weekly/monthly expenditure and advising the Head Teacher and Finance Committee of

possible under and over spending whilst providing options for varying expenditure.

- Coordinate the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- Preparation and maintenance of such reports, records and accounts as are required in conjunction with the children's centre computerised accounting systems.
- Ensuring the proper collection, reconciliation and banking of any monies received by the school
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Managing procurement.
- Maintaining an assets register and inventory.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School. Implementing the approved insurances, and handling any claims that arise.

#### **Human Resource Management**

- Ensure procedures are followed for safer recruitment
- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment
- To maintain the single central register to comply with OFSTED
- Maintain and update the personnel database and staff records.
- To liaise with the Head Teacher on personnel issues.
- To evaluate the centres strategic objectives and information for workforce planning.
- To keep up to date with legislation, policies and procedures of HR issues and provide support and advice where necessary.
- To be responsible for the effective operation of payroll systems and completion of monthly returns.

#### **Facility and Property Management**

- To ensure a safe environment for all stakeholders of the school, which includes security of the premises
- To ensure the continuing availability of utilities, site services and equipment
- To initiate regular fire alarms tests and keep records. To ensure emergency procedures are current and timely.
- To organise the upkeep and maintenance of the schools facilities.
- To co-ordinate purchase, repair and maintain all furniture and fittings.
- Develop work specifications and manage service contracts, insurances and licensing.
- Be responsible for ensuring correct procedures for Health & Safety are followed

#### **Administration**

- To manage the complex administrative functions of the centre, including ICT, reception, reprographics, records and telephones.
- To manage and be responsible for the systems and computer network and the implementation of appropriate Management Information Systems.
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Provide organisational and complex advisory personal support to staff and Governors
- Be responsible for completion and submission of complex forms, returns, including those to outside agencies.

#### **General**

- Comply with and assist with the development of policies and procedures relating to health, safety and

security, confidentiality and data protection, reporting all concerns to an appropriate person including managing Risk Assessment throughout the centre

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall value and vision of the REYS federation
- Participate in training and other learning activities and professional development as required
- Undertake research and obtain information to inform policy and decisions
- Contribute to the overall ethos/work/aims of the Nursery School
- Share expertise and skills with others
- Any other duties as requested by the head teacher as required

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

3 day post

## PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Education & Children's Services
Job Title: School Business Manager	Post Reference No:

### Qualifications / Education / Training:

Excellent numeracy/literacy/ICT skills demonstrated by NVQ Level 4 or equivalent qualification.

#### *Desirable:*

Certificate in School Business Management

### Experience:

Three years experience working in office environment at a senior level or in a similar role

Experience of strategic financial systems management

Experience of premises and contracts management

Experience of personnel management

### Skills and Abilities:

Effective use of specialist ICT packages. Ability to use proprietary IT software to monitor activity and produce reports.

Ability to ensure successful implementation of legislative policies, codes of practice and other guidance

Ability to procure contracts and to monitor contractors' performance

Ability to organise, lead and motivate other staff and to organise own workload and that of others to achieve targets

Ability to strategically plan and develop systems that ensure effective use of resources

Ability to communicate appropriately to both children and adults

Ability to work under pressure and meet deadlines

Ability to foster good team working to achieve targets

Ability to reflect and to plan own personal development

Commitment to equal opportunities

Recognise own strengths and areas of expertise and use these to advise and support others

Understanding of the ethos and values of an inclusive Children's Centre

### Work Related Personal Requirements

A sense of humour

Flexibility

A pride in their work