



Greasby Infant School

Business Manager

Job Description

Department	Greasby Infant School	Division	Wirral School
Designation of Post	Business Manager	Grade F 25 hours/41 weeks	Post No
Responsible to	Headteacher		
Immediate Subordinates	School Support Team		

Job Purpose

Be responsible for the planning, development, delivery and monitoring of support services within the school, including financial support. Management of office and site maintenance staff, including commissioning and delegation of relevant activities. To take responsibility for school admissions and production of school pupil census reports.

Key Tasks

FINANCE

- Work with the Headteacher, bursar and governors to facilitate effective management of school resources and expenditure.
- Manage the schools support function through planning, developing, monitoring and evaluation of the school finances, HR and facilities management.
- To be responsible for managing procurement including service contracts, school licences and insurance
- Manage facilities including premises lettings and associated income
- Manage financial administration including raising Purchase Orders and signing off Batch Payments with Corporate Payment Team.
- Manage financial policies and procedures in compliance with financial regulations reporting to the Governing Body
- Meet with the Bursar monthly to monitor the financial tabs and make adjustments if necessary
- Attend Period 6, 9 and Budget setting Headteacher/Bursar meetings.
- Manage the banking of cash/cheques for Budget and School Fund accounts and ensure reporting to LA income team on payments is done in advance.
- Record all income and expenditure of School and Pre School Accounts and ensure audited annually.
- Manage full cycle of pre-school register of interest, admissions paperwork, funding forms and invoicing and monitoring payments.
- Ensure the effective management of monies for school trips, charity fundraisers etc.
- Process staff absence insurance claims to cover cost of any supply cover.
- Ensure money is received for placement of student teachers from their University.
- Assist the Headteacher and Governing Body with income generation activities, preparing and submitting bids for funding and in promoting and marketing the school.
- Take the lead role in the development of a Disaster and Recovery Plan.

INFORMATION MANAGEMENT

- Census information collecting and submit census within timeframe and with authorisation, including SEND, Pupil Premium etc and dealing with any queries
- Oversee EYFS numbers on roll collated including funded and private sessions for census purposes
- Statutory returns to LA
- Be responsible for the maintenance of computerised databases e.g. SIMS, creating and updating records and producing reports for the senior leadership team, Governing Body and outside agencies as required.
- FSM checker and periodical checks and follow up with families who may be eligible

ADMISSIONS

- Oversee and organise the management of admissions procedures in line with Wirral Local Authority and SEND Code of Practice, maintain waiting lists and

allocate spaces accordingly in line with the schools' admissions policy, sharing primary admissions updates and deadlines with all families

- Oversee and coordinate in year transfer requests, ensuring that enquiries adhere to the Wirral protocol
- Update Wirral Admissions on number on roll and class sizes half termly (GIAS)
- Accuracy checks on CTFs in and out, transferring confidential files securely for leavers and accurate record of transfer kept
- Monitor the admission portal and prepare offer letters and starter packs, in year transfers and Foundation Stage classes
- Manage and monitor the induction process for new children ensuring all consents are positively given, recorded accurately on the school's MIS, kept up to date and are able to be withdrawn at any time.

COMMUNICATIONS

- Email updates and information sharing with community and families
- Review school diary sheet and calendar to identify upcoming events and tasks
- Oversee parental complaints and log all correspondence and Headteacher response in file, preparing confidential reports for governors

PERSONNEL

- Manage the administration of recruitment including advertising, paperwork, invitation to interviews, reference requests and DBS checks.
- Manage and update the Single Central Record
- Process new starter contracts and contractual changes including staff appraisals or fixed term contract changes and leavers on Self Serve Portal.
- Process absence on Self Serve portal.
- Monitor staff absence, notify the Headteacher for return to work meetings and work with them and HR when triggers are hit under the Absence Management Policy.
- Facilitate cover arrangement and liaise with headteacher to book supply and welcome to school
- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities and processes for visitors, contractors, volunteers and short-term agency staff, along with the Office team.

ADMINISTRATION

- To manage the day to day work of the administrative function of the school office
- Work with Headteacher to prepare all Ofsted readiness paperwork e.g. SCR
- Support headteacher with administrative tasks in preparation for meetings
- Download Anycomms files securely and ensure information is shared with appropriate staff and filed
- Administrative support for fire drills including Fire Marshall responsibilities
- Administrative support for health and safety audits - prepare H&S Action plan and fire risk assessment and asbestos management plan - governors checklist).
- Ensure FM portal is updated with all compliance records
- As Clerk to the Governing Body book, arrange and minute take for governor's meetings ensuring that paperwork is up to date, well maintained and compliant. Prepare, take, type and circulate minutes and record information and action points when required
- Administration of medication and be responsible for first aid and allergy registers, keeping up to date with training and compliance as required

GENERAL

- Attend meetings and disseminate information to office team and Headteacher e.g. LA Finance Meeting etc
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Manage own workload, setting priorities, managing constant and often conflicting tight targets and deadlines
- Work with the office staff to welcome all visitors to the school including parents and other visitors, responding to all reception and visitor enquiries
- Support the security of the school by managing the entry system security, maintaining all pupil and visitor arrival and departure records and checking and recording DBS details as appropriate
- Respond to all telephone enquiries, take messages or direct calls and distribute information as appropriate. To ensure the main office and telephones are covered during periods of absence.
- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be a proactive member of the school team, contributing to the overall ethos and aims of the school.
- Participate in training and other learning activities and performance development as required such as governance clerking, as well as mentoring support staff.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To act as a key holder for the school.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head Teacher

Date

November 2024