



**FISHBOURNE C of E PRIMARY SCHOOL**

## **Business Manager**

**Grade 7 or 8 (depending upon experience/qualifications)**

£27,334-£33,024 pro rata

£19,946 - £24,098 Actual

**30 hours a week across 5 days including INSET DAYS  
to include two weeks during the summer holiday**

Fishbourne CoE Primary School are looking to appoint an enthusiastic and resourceful person as a Business Manager. This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work independently and within a team. Confident IT skills are essential.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Deadline Monday 15th July  
Shortlisting Tuesday 16th July  
Interviews - Friday 19th July

\*NB) This deadline has been extended.

*This post is subject to an enhanced criminal records check. Fishbourne CE Primary School is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.*



## Job Description

# Business Manager

### Role

- Develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body, in line with the strategy of the Bishop Luffa Learning Partnership.
- Produce, in conjunction with the Headteacher and the Trust finance team, a three-year budget, in line with the school's development plan.
- Undertake the financial processing of all transactions for the school.
- Be responsible for the purchasing of supplies, equipment and services.
- Provide effective administration and financial services to the school.
- Manage the administration of personnel functions in the school.
- Liaise with the Premises Officer regarding maintenance and health and safety of the school.

**Responsible to:** Head Teacher

**Responsible for:**

### FINANCE

- Liaise with the Trust finance team, to ensure compliance with Trust financial policies and procedures.
- Be responsible for the preparation and reporting to Governors of the annual and three-year budget.
- Manage and maintain the accounting records on IRIS.
- Produce Monthly Management accounts for the Senior Leadership Team, Governing Body and the Trust.
- Manage the ordering, processing and payment of all goods and services to ensuring best value.
- Monthly reconciliation of Balance Sheet accounts.
- Monthly posting of payroll from IRIS People into IRIS Financials.
- Post income from Arbor on a weekly basis into IRIS Financials.
- Assist with the administration, finance and processing of trips.
- Produce and update the Pupil and PE Premium spreadsheets of expenditure, working closely with the budget holders for planned expenditure.
- Preparation of Pupil Premium/PE Premium spend for approval on the website.
- Review supplier contracts regularly to ensure best value.
- Manage the SLA process carefully every year, working closely with the Senior Leadership Team in reviewing existing contracts and their effectiveness, giving adequate notice as required.

- Ensure additional hours and supply teachers' claim forms are calculated correctly, authorised and submitted to the Trust's Payroll Manager in a timely manner each month.
- Supply the Trust Accountant with any financial information to support statutory returns to the ESFA, DfE and to external auditors.
- Ensure school complies with VAT regulations.
- Provide Benchmarking data to the Senior Leadership Team and the Governing Body to monitor the school's performance.

#### ADMINISTRATION

- Ensure the Key Register is updated annually.
- Upkeep the school's Fixed Asset Register.
- Maintain a school inventory record with the Premises Manager.
- Prepare the Workforce Census working closely with the Senior Leadership Team to ensure accuracy. Peer review the January and October census to ensure accuracy of headcount for overall school including pupil premium children, SEN provision, EAL provision and UIFSM/FSM averages on the day.
- Import annually the Key to Success data from the DfE website and ensure accuracy of recording Pupil Premium data on Arbor.
- Responsible for annually checking club providers DBS, risk assessments and qualifications.
- Responsible for maintaining the information on Get Information about Schools (DFE Website).

#### PERSONNEL ADMINISTRATION

- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts for all staff following safer recruitment processes.
- Ensure that accurate personnel records, including sickness and other absences are maintained on IRIS People and information passed to the Trust's HR and Payroll Department accordingly.
- Carry out the administration processes relating to recruitment and other staff changes, including references, medical clearance and Disclosure checks as required.
- Manage the Single Central Record for all staff, volunteers and governors to always ensure accuracy of data.
- Ensure that staff are paid on the correct scale and spine point in consultation with Governors and provide appropriate information on pay to staff and the Governing Body.
- Be the first point of contact for all staff at the school on pay and contract related issues, liaising with the Trust HR and Payroll Department as needed.
- Process monthly changes to payroll for school staff.

#### PREMISES/HEALTH AND SAFETY MANAGEMENT

- Co-ordinate the annual work programme based on the needs highlighted by the Premises Committee and obtain quotes for works identified.
- Work with the Trust's estate team to maintain and improve the school premises.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Senior Leadership Team, Governors and where appropriate the Health and Safety executive.
- Ensure records relating to premises maintenance are available for statutory monitoring including, asbestos register, water quality and fire risk assessment, fire alarm and emergency light testing.

- Liaise with the Premises officer daily regarding maintenance issues.
- Oversee relevant training for First Aid, Food Handling and Fire Wardens liaising with the Office Administrator.
- Ensure all Licences and Insurances are up to date and displayed as relevant.

#### GENERAL

- Cover for absent colleagues as required.
- Support all aspects of school life.
- Carry out other duties as required.
- Maintain confidentiality in all school matters.
- Act as the Data Protection Officer in the school ensuring compliance with GDPR, accurate record keeping and safe disposal of out of date and confidential records.
- Act as a fire warden as and when required.

*Job description updated June 2024*



## Person Specification

# Business Manager

	Essential	Desirable
<b>Qualifications &amp; Training</b>	Good standard of general education, including English and Maths.	A-Levels, First degree or equivalent.
<b>Experience</b>	<p>Experience in financial management and budgeting.</p> <p>Experience of working successfully and co-operating as a member of team.</p>	<p>Experience of working in an educational environment.</p> <p>Experience of undertaking a range of administrative tasks.</p> <p>Experience of working in a Finance team.</p>
<b>Knowledge &amp; Understanding</b>	Confident IT Skills including Excel, Word, Google, and Outlook.	<p>Working knowledge of appropriate school financial and personnel policies and procedures.</p> <p>Experience of working with IRIS Financials.</p>
<b>Skills</b>	<p>Excellent numeracy skills.</p> <p>High level of accuracy.</p> <p>Be able to deal with regular interruptions.</p> <p>Communicate effectively (both verbally and in writing).</p> <p>Promote a positive working environment.</p> <p>Be able to work under pressure.</p> <p>Ability to work with minimal supervision and to act on own initiative.</p>	Problem solving.

	Ability to think and act ahead.	
<b>Professional Values</b>	<p>Wish to work within a school and be sympathetic to the Trust's ethos and aims and meet the expectations of the Board of Trustees.</p> <p>Establish and maintain good professional relationships with colleagues and external contacts.</p>	
<b>Personal Characteristics</b>	<p>Punctual.</p> <p>Flexibility.</p> <p>Approachable and empathetic.</p> <p>Organised and resourceful.</p> <p>Support the School's &amp; Trust's Christian ethos.</p>	
<b>Specific Requirements</b>	<p>Basic understanding of Health &amp; Safety.</p> <p>Understand and implement child protection procedures and safer recruiting.</p> <p>Understand and comply with procedures and legislation relating to confidentiality.</p> <p>Demonstrate a clear commitment to develop and learn in the role.</p> <p>Required to undergo an Enhanced Disclosure and Barring disclosure check.</p>	

*Fishbourne CoE Primary School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.*