

# FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

## BUSINESS MANAGER JOB ADVERT

IF YOU CAN DREAM IT, YOU CAN DO IT!



### Job Advert

#### School Business Manager

We are looking to appoint an exceptional candidate to the role of School Business Manager at our wonderful primary school. At Florence Melly Community Primary, we are committed to providing inspirational and innovative teaching and the highest quality learning experiences for all our pupils. We aim to create an environment which promotes a love of learning and empowers our children to become independent, lifelong learners. Our children are the 'jewels in our crown' and we ensure every child is valued and encouraged to achieve their full potential. We strive for academic excellence and want our children to have the highest aspirations. We want them to have no limits to what their ambitions are and want them to embody our core values. We all believe that: "if you can DREAM it, you can do it".

We want our new School Business Manager to buy into the ethos of our school and to become an integral part of our Flo Melly family.

The School Business Manager (SBM) will be responsible for managing the strategy and operation of the business functions of our school including: financial management (including applying for additional funding through grants and other funding streams), administration, human resources, facility and property management and health and safety. They are expected to take a strategic role in the planning of improvements to the school which further improve the financial value of provision and services. They are also responsible for ensuring that all aspects of those areas managed meet the reporting requirements and standards of Ofsted, the DfE, the Local Authority and School Financial Value Standard (SFVS).

**Job title:** School Business Manager.

**Salary:** Grade 7/Point 30 - 35 (£39,513 - £44,711).

**Contract type:** Full-time, permanent position (37 hours per week - 42 weeks per year).

**Start date:** As soon as possible.

How to apply: Potential candidates are asked to complete an application form and equal opportunities monitoring form. These are available on the school website (<https://florencemelly.org/vacancies/>) or via the school office. Paper copies are also available.

Please send your application form to: Miss Mollie Rainford (Business Manager): [m.rainford@fmp.liverpool.sch.uk](mailto:m.rainford@fmp.liverpool.sch.uk).

**Closing date for applications:** Friday 29th November 2024 at noon.

**Shortlisting will take place:** Monday 2nd December 2024.

**Interviews/tasks will take place on the school site on:** Thursday 5th December 2024.

**Visits to our school:** Potential candidates are welcome to visit the school. Please arrange your visit by emailing Miss Mollie Rainford (Business Manager): [m.rainford@fmp.liverpool.sch.uk](mailto:m.rainford@fmp.liverpool.sch.uk).

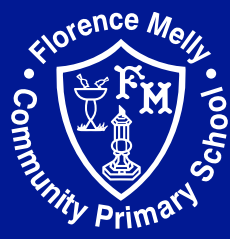
**For more information:**

Florence Melly Community Primary School  
Bushey Road  
Walton  
Liverpool  
L4 9UA

Telephone: 0151 226 1929

Website: [www.florencemelly.org](http://www.florencemelly.org)

At Florence Melly, keeping our children safe is our number one priority. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.



# FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

## SCHOOL BUSINESS MANAGER JOB DESCRIPTION

IF YOU CAN **DREAM** IT, YOU CAN DO IT!



### **Job Description - School Business Manager**

**Job title:** School Business Manager.

**Salary:** Grade 7/Point 30 - 35 (£39,513 - £44,711).

**Contract type:** Full-time, permanent position (37 hours per week - 42 weeks per year).

**Reporting to:** the Headteacher/Governing Body.

**Responsible for:** the office staff (administrator/admin assistant).

#### **Main purpose**

The School Business Manager (SBM), under the direction of the Headteacher, will be responsible for managing the strategy and operation of the business functions of our school including:

- financial management (including applying for additional funding through grants and other funding streams),
- administration,
- human resources,
- facility and property management and
- health and safety.

They are expected to take a strategic role in the planning of improvements to the school which further improve the financial value of provision and services. They are also responsible for ensuring that all aspects of those areas managed meet the reporting requirements and standards of Ofsted, the DfE, the Local Authority and School Financial Value Standard (SFVS).

#### **Key Responsibilities**

##### **Leadership and Strategy**

- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Attend leadership team meetings and report to governors where appropriate.
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff.
- Improve and develop financial statements, forecasts and best value procedures.
- Be responsible for line-managing office staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Make all decisions in line with the vision and values of the school, and encourage others to do the same.
- Develop and implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.
- Play an active role in promoting and improving pupil attendance, as part of the school's attendance team.
- Support the Attendance Lead by producing comprehensive attendance reports that analyse attendance at group and pupil level.

## **Financial Resource Management**

- In partnership with the Headteacher and drawing upon advice from the LCC Finance Officer, prepare the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- In partnership with the Headteacher, present and submit the budget to the Governing Board.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher and Governing Body to make strategic, long-term decisions.
- Maintain a strategic financial plan which will feed into the school development plan.
- Be accountable for ensuring the school has appropriate financial systems and that all aspects of these are managed in accordance with legal and statutory requirements.
- Be accountable for ensuring compliance with the Schools Financial Value Standards (SFVS).
- Provide all required financial reports and information to the Headteacher and Governors including annual budget statements, CFR Return, Financial Summary and Statement of Internal Control and SFVS audit.
- Make appropriate use of financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the headteacher accordingly.
- Ensure the school's statutory and regulatory financial compliance, including the preparation of policies, guidance and working procedures.
- Ensure all financial returns for the DfE, LA and other central and local government agencies are submitted within statutory deadlines.
- Ensure inventories of equipment and stock are maintained and all statutory and statistical returns are completed as appropriate.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school development plan and finding and applying for grants and other funding streams.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage service contracts, subscriptions, licences and insurance.
- Prepare and maintain such reports, records and accounts as are required in conjunction with the school's computerised systems.
- Ensure the effective and efficient operation of the administration and finance staff; delegating tasks to finance/office staff where appropriate
- To give advice to the Headteacher and when necessary the Governors, on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.

## **Human Resource Management**

- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school, liaising with the the schools' HR team, other external HR providers and other external functions as appropriate.
- In conjunction with the Headteacher, conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Oversee the work of agency support staff & liaise with their provider, ensuring best value and compliance with statutory and regulatory guidance and arrange for supply cover for training and other absences.

- Be responsible for the effective operation of payroll systems and liaison with the payroll provider.
- Manage the school's sickness absence policies and procedures.
- Under the direction of the school's Designated Safeguarding Lead, manage the school's Single Central Record in accordance with statutory requirements.
- Be responsible for the administration and completion of all paperwork and other documents relating to staff recruitment and employment.
- Maintain and update personnel records and databases.
- Advise and support the Headteacher on personnel issues.
- Maintain all staff sickness records and prepare occupational health referrals.
- To be responsible for personnel matters, ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews with all staff.
- To maintain confidential staff records, and to ensure that staff records held in school are kept confidential.
- To ensure all safeguarding procedures are in place and adhered to, with specific responsibility for recruitment.
- Ensure the maintenance and submission of the workforce census.

### **Health & Safety**

- Act as the school's Health and Safety Lead.
- Ensure the health and safety policy is communicated to all staff, implemented, reviewed and assessed at regular intervals or as situations change.
- With the Headteacher and premises team, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
- Organise health and safety training for staff.
- With the Headteacher and premises team, supervise the day to day maintenance of the school site
- To identify and maximise opportunities for the use of the site by both school and outside agencies in order to generate income and secure sustainability.
- To prepare and maintain the school's emergency management plan (SEMP) and ensure its integration in the management procedures of the school.
- To maintain the school asset register.

### **Administration Management**

- Line manage the school office function and team.
- Oversee the office team in designing and maintaining effective paper-based and computerised administrative systems, processes and procedures.
- Use benchmarking, data analysis, evaluating and reporting systems to maximum effect, ensuring systems are streamlined to maximise efficiency, avoid duplication and provide value for money.
- Oversee the preparation of information for publications and returns to the DfE, LA and other stakeholders within statutory guidelines.
- Oversee accurate and timely administration of systems including school dinner money, Breakfast Club receipts, after school club monies, educational visits and residential visits, school milk payments and 30 hours Nursery funding.
- Oversee the maintenance of all pupil and staff records using paper-based and computerised systems as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

- Take the lead role as the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues - ensuring that school is wholly compliant with GDPR.
- Liaise with the school's Site Manager and Cleaning Team and line manage the Lunchtime Assistants/Supervisors.

### **Facility & Property Management**

- Oversee the safe maintenance and secure operation of all school premises, under the current PFI contract.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Represent the school's interests at PFI KIT meetings.
- Ensure the continuing availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure ancillary services e.g. catering are monitored and managed effectively, under the PFI contract.
- Manage the letting of school premises to external organisations, for the development of extended services and local community requirements.
- Seek professional advice on insurance, advise senior leadership on appropriate insurances for the school and implement and manage such schemes accordingly.

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out.*

*The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*



**Person Specification**

**School Business Manager**

**Job title:** School Business Manager (SBM).

**Salary:** Grade 7/Point 30 - 35 (£39,513 - £44,711).

**Contract type:** Full-time, permanent position (37 hours per week - 42 weeks per year).

**Reporting to:** the Headteacher/Governing Body.

**Responsible for:** the office staff (administrator/admin assistant).

Criteria	Essential	Desirable	Source
<b>Experience, Qualifications and Training</b>			
Relevant degree and/or other qualifications relevant to the post.		<input checked="" type="checkbox"/>	A
Level 4 Diploma for School Business Managers or equivalent.		<input checked="" type="checkbox"/>	A
Significant experience of working successfully in a school and/or business environment and/or successful senior finance and administrative role	<input checked="" type="checkbox"/>		A
Relevant line management experience.	<input checked="" type="checkbox"/>		A I R
Evidence of health and safety/compliance training.	<input checked="" type="checkbox"/>		A I R
Evidence of GDPR training or willingness to undertake.		<input checked="" type="checkbox"/>	A I
Experience of involvement in school self-evaluation and improvement planning processes.	<input checked="" type="checkbox"/>		A I
Relevant recent experience and understanding of working with Human Resources and staffing issues.	<input checked="" type="checkbox"/>		A I
Experience of leading/working as part of an attendance team.		<input checked="" type="checkbox"/>	A I

Skills and Knowledge	Essential	Desirable	Source
Extensive knowledge of complex financial procedures, regulations and business management (including HR).	<input checked="" type="checkbox"/>		A I
A sound knowledge and understanding of financial regulations pertaining to schools.	<input checked="" type="checkbox"/>		A I R

An understanding of local authority and DfE systems and procedures.	<input checked="" type="checkbox"/>		A I
An understanding of terms and conditions of employment for school staff.	<input checked="" type="checkbox"/>		A I
An understanding and commitment to equal opportunities.		<input checked="" type="checkbox"/>	A I
An awareness of the essential maintenance and statutory requirements in relation to educational premises.		<input checked="" type="checkbox"/>	A I
Knowledge and understanding of how schools are funded.	<input checked="" type="checkbox"/>		A I
Sound knowledge of school based software e.g. SIMS.	<input checked="" type="checkbox"/>		A I
Knowledge of health and safety legislation.	<input checked="" type="checkbox"/>		A I
An understanding of schools' statutory safeguarding responsibilities and the ability to lead on aspects of safeguarding in school, including safer recruitment and the Single Central Record.		<input checked="" type="checkbox"/>	A I

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Consistently promote Florence Melly Community Primary School's strong educational philosophy and values.	<input checked="" type="checkbox"/>		A I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals.	<input checked="" type="checkbox"/>		A I R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	<input checked="" type="checkbox"/>		A I
Build and maintain quality relationships through interpersonal skills and effective communication.	<input checked="" type="checkbox"/>		A I R
Demonstrate personal and professional integrity, including modelling values and vision.	<input checked="" type="checkbox"/>		A I R
The ability to effectively manage and resolve conflict.	<input checked="" type="checkbox"/>		A I R
Think analytically and creatively and demonstrate initiative in solving problems	<input checked="" type="checkbox"/>		A I R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	<input checked="" type="checkbox"/>		A I R
Demonstrate impact and presence.	<input checked="" type="checkbox"/>		I
Commitment to maintaining confidentiality at all times	<input checked="" type="checkbox"/>		I R
Commitment to safeguarding and equality	<input checked="" type="checkbox"/>		A I R



Application Form/Letter	Interview	Reference
A	I	R