



Oakthorpe Primary School Business Manager

Reporting to:	Headteacher/Governing Body
Hours:	36 hours x 42 weeks per annum
Contract type:	Full time/permanent
Responsible for:	Administrative team

Main purpose

- To be responsible for leading strategically on the business functions of the school, including financial management, human resources, premises, health and safety and catering.
- To have responsibility for formulating, reviewing and implementing school policy and practice with regard to finance, Human Resources and health and safety.
- To be a member of the Senior Leadership Team (SLT), contributing to strategic planning and decision making.
- To be the school's leading support staff professional and represent the school within local business manager networks
- To advise on and implement day to day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning

Key Responsibilities

Financial

- In partnership with the Headteacher, manage the schools budget and ensure that it is balanced and realistic and represents an efficient use of public funds.
- 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.
- To be responsible directly to the Headteacher and the Governing Body for all financial and accounting procedures including the scheme of delegation.
- To monitor the budget all year round, advising the headteacher where revisions and changes are needed
- Forecast future year's budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long term decisions and ensure the long-term sustainability of the school.
- Comply with financial reporting requirements and submit statutory returns including management and financial accounts as required by the headteacher and Governing Body
- To be responsible for the management of financial inspections by internal and external audit, and other bodies taking action on any recommendations.
- 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.

- To ensure the effective implementation and operation of financial controls within the school and support main budget holders with budget management.
- To be responsible for the production, maintenance and review of the school's risk register and take appropriate action to address any high risks
- To manage other staff in the operation of the school's financial systems
- To ensure that appropriate credit controls are in place for income streams such as catering, lettings, etc.
- Manage and secure effective insurance cover the school
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Find and apply for grants
- Provide financial support to meet the changing needs and requirements of the school's Initial Teacher Training provision
- Offer guidance and support to the school's PTA, the Friends of Oak Thorpe (FOO)

Human Resources

- To ensure that the school is compliant with all relevant policy and legal obligations
- Be responsible for ensuring HR policies are fully implemented, are regularly reviewed and updated and that advice is available to the all staff
- To advise on HR issues within the school and liaise with the external HR provider
- To lead the HR function of the school in conjunction with the Headteacher and other SLT members.
- Manage the performance management, discipline, grievance and competence procedures for specified support staff
- Be the lead contact for employer pension schemes administration for the Teachers' and Local Government Scheme including auto enrolment and returns
- To overview the safer recruitment procedures for the school including the Single Central Register, Disclosure and Barring Service (DBS) checks, documentation and procedures.
- To provide advice relating to payroll, including queries from staff, HMRC, the Local Authority
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Premises Including Health and Safety

- To manage the Site Manager and relief site staff, being responsible for maintenance and upkeep of the school buildings, site security, site cleaning, and site team staffing levels and duties
- To ensure effective grounds maintenance including sports facilities and all other associated amenities including play surfaces, perimeter fencing, school waste management, shrubbery and trees
- To enable effective reporting, monitoring and control systems relating to the school's internal, external, fabric and furniture advising the Headteacher, SLT and Governors on the maintenance budget spending
- Under the direction of the Headteacher have an overview and responsibility for any planning and development of capital works, major contracts and new facilities
- To implement an effective damage and loss-prevention strategy to reduce any insurance claims and unnecessary associated cost to the school budget
- To manage an effective premises lettings and extended services strategy to maximise income and good community use of the school's facilities
- Be accountable for premises issues relating to the site including Health and Safety and that relevant risk assessments are carried out
- Manage the school's compliance with health and safety regulations and put into place processes and procedures to ensure the safety of all in the school
- Organise Health and Safety training for staff
- To liaise with contractors and outside agencies as appropriate

Catering

- To overview the catering contract for the school and to ensure service provision, the delivery of a good standard of good quality and catering staff functioning at the highest level of service
- To work with the contract caterers to ensure that menus meet the required nutritional standards and are regularly reviewed
- To overview the school's cashless payment scheme for students and staff
- Review the condition reports and liaise with the catering manager on repairs and maintenance of the kitchen equipment, server facilities and associated ICT terminals

Whole School Leadership

- To be highly involved in all aspects of the school life including ensuring a positive presence around the building, developing positive relationships with the students and staff, ensuring high standards of discipline and a sense of purpose
- Contribute to and model the vision, values and ethos of the school
- To undertake other responsibilities commensurate with the post under the instruction of the Headteacher or Governing Body of the School.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.