

ETWALL PRIMARY SCHOOL SBO Job Description

Post:	School Business Officer (37 hours per week / 41 weeks per year)
Grade:	10
Hours:	Term-Time plus inset days and two additional weeks* - 37hrs per week *Additional 10 days to be agreed with the headteacher, according to the needs of the school.
Responsible to:	Headteacher
Responsible for:	School office staff, School site staff, Ancillary staff

Job Purpose

- Act as a key member of the Senior Leadership Team, contributing to strategic leadership and management of the school
- Responsible to the headteacher for the operation of the business functions of the school, including financial management, health and safety, human resources/personnel and premises
- Lead on strategic financial planning and budget management, ensuring long-term sustainability.
- To advise on and implement day-to-day support that enables the school to operate efficiently and effectively and that allows members of the leadership team to focus on teaching and learning
- Oversee all aspects of human resources, including strategic workforce planning, recruitment, absence management and staff wellbeing.
- Manage premises strategy, including capital projects and long-term maintenance planning.
- Ensure compliance with statutory requirements, including safeguarding, data protection, and health & safety.
- Responsible for the maintenance and compliance of the Single Central Record, ensuring all checks are in place for employees, volunteers (including governors), agencies and contractors

Responsibility for people (other than employees supervised/managed)

- Post has considerable impact on the well-being of individuals or groups (physical, mental, social, health and safety) through contributing to school policies and delivering a service to the Senior Leadership Team.

Responsibility for staff

- Direct supervision for a small team of staff, including supporting the headteacher with their recruitment, appraisal, supervision, work allocation, identifying training requirements and checking work.
- To monitor and manage staff absence, completing 'Return to Work discussions' as appropriate and reporting to the headteacher when formal stages of absence management are required.

Responsibility for budget:

- Responsible to the headteacher for accounting the school's budget and contributing (advising and guiding) to the school's budget setting and monitoring, ensuring effective spending.

Responsibility for physical resources:

- Responsible for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

Typical Duties and Responsibilities

The duties of this post may vary and be changed in order to meet the changing demands of the school at the reasonable direction of the Headteacher.

Office / Administration:

- Provide administrative support for the headteacher
- Manage administrative procedures and queries/enquiries for the school
- Plan, develop and implement administration processes, policies and procedures
- Oversee the MIS system, to ensure it is kept updated with the details of children, parents and staff
- Manage the administrative email inboxes, responding to queries or forwarding messages as appropriate and delegating monitoring to other office staff
- Ensure effective management of office routines and systems, instituting changes as necessary
- Manage a comprehensive, effective and secure IT system to meet the delegated responsibility of the school
- Liaise with the IT technician to ensure that there is appropriate IT hardware, and software licences in school to ensure the smooth running of the school
- Ensure policies and procedures are reviewed and updated as per the schedule and communicated to stakeholders and published on the school website.

Data Protection and Cyber Security:

- Act as the school's Data Protection Co-ordinator, ensuring and monitoring compliance with the requirements of the Data Protection Act and GDPR.
- Support the school's Data Protection Officer by carrying out data protection audits and reviewing/implementing recommended policies
- Maintaining the school's Privacy Notices, Data Mapping and writing/assisting with the writing of Data Protection Impact Assessments
- Advise the school community on data protection issues, report breaches and maintain logs on GDPRiS or any other data protection platform within school
- Keep records in accordance with school's retention schedule and data protection laws, ensuring information security and confidentiality at all times.

Financial Management and Procurement:

- Provide advice and support for the headteacher with school budget management
- Submit the budget to the governing board and DCC
- Monitor the budget all year round, advising the headteacher where revision and changes are needed and keep the school's finance officer up to date with any changes in information
- Support the headteacher in forecasting future years' budgets, based on the school's estimated funding and trends in expenditure to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts and a day-to-day basis, ensuring money is banked, invoices are paid promptly, money is collected and clear records kept
- Find and apply for grants as appropriate. Be point of contact with regard to grant applications, gifts and other donations
- Monitor all accounting procedures and resolve any problems relevant to the SBM role, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparation of invoices, collection of fees, recovery of bad debts
- Prepare financial returns for the DfE, LA and other agencies within statutory deadlines.
- Prepare reports for, and attend, Governor Finance and Resources committee meetings, including Annex 1/budget meetings
- Monitor the agreed budget, including Devolved Formula Capital and Option 1 budgets
- Advise the headteacher and/or governors if fraudulent activities are suspected or uncovered
- Administer private school funds ensuring accounts are audited on an annual basis
- Prepare invoices for lettings, collect, record and bank money as required in accordance with the school's Lettings Policy
- Carry out all financial administration in accordance with LA and school financial regulations and policies

Human Resources / Personnel

- Ensure compliance with safer recruitment practices, in accordance with school policy and employment law
- Advise on HR issues within school and liaise with external HR where necessary
- Ensure that all HR administration tasks are completed in a timely manner and in line with guidance and procedures
- Ensure payroll deadlines are achieved on a monthly basis
- Take responsibility for the management of ancillary staff, including recruitment, induction, training, appraisal and welfare
- Manage the personnel MIS; produce reports and analysis where requested
- Organise supply cover for staff as required
- Welcome visitors to school, ensuring that all ID and SCR requirements have been checked and recorded on the SCR
- Ensure that supply staff have all equipment and information needed to carry out their teaching duties
- Ensure staff have a clear understanding of relevant policies and procedures and the importance of putting them into practice
- Provide the headteacher with reports on intermittent absence for all staff according to policy/procedures

Premises Management

- Ensure the continuing availability of utilities, site services and equipment
- Maintain/source contracts, quotes and SLAs
- Ensure that statutory compliance testing is completed regularly and records maintained as required (buildings, materials, hazardous substances, water, appliances, services etc)
- Ensure systems are in place to enable the identification of hazards and risk assessments and safe working practices in relation to COSHH
- Issue Permits to Work to contractors or delegate this to others, as appropriate
- Liaise with LA/contractors on major property and structural issues
- Provide supervision for the caretaker in ensuring the safe maintenance & security operation of school premises
- Manage site security and the efficient operation of all facilities, including liaison with caretaking staff
- Supervise the caretaker, where needed, in liaising with grounds maintenance staff
- Liaise with caretaking staff re. general maintenance and oversee work
- Take advice on insurance from the LA and ensure appropriate insurances are in place
- Support the headteacher in managing all maintenance budgets
- To assist with the coordination of school visits/residential trips ie costings/booking coaches and venues and keep appropriate records.
- Maintain an inventory of school equipment
- Manage the letting of school premises to external organisations, liaising with outside bodies in accordance with policies and procedures
- Maintain records of school lettings and required paperwork associated with KCSIE
- Provide lettings information for Governor Committee meetings termly.

Welfare:

- Administer medication to pupils as required and maintain medicine records, in line with school policy.
- Administer First Aid to pupils as required and maintain the First Aid records, in liaison with other school staff, in line with school policy.
- Assist the School Business Assistant in liaising with parents regarding pupils' sickness/injury, non-attendance and lateness.
- Be the appointed person for First Aid in accordance with the First Aid Policy

Management Information Systems and ICT:

- Support the DHT with all school data collection and reporting – to the headteacher, governors, LA and DfE
- Ensure resources, support and training are provided to enable admin colleagues to complete their tasks
- Ensure contingency plans are in place in the case of technology failure or other critical incidents.

Health and Safety:

- Support the headteacher by taking a lead role in matters concerning Health and Safety
- Monitor, measure and report Health and Safety issues to the headteacher, governors and where appropriate, the Health and Safety Executive
- Oversee and review risk assessments and maintain the risk assessment file, delegating reviews where appropriate
- Liaise with Health and Safety advisors/consultants and act upon any reports and action plans
- With the headteacher, ensure that Health and Safety policies and procedures are regularly reviewed and that these are clearly communicated and available to all
- With the headteacher, ensure that the Health and Safety policy, Health and Safety standards and Health and Safety law are implemented at all times and are reviewed at regular intervals or as situations change
- Oversee records kept by the caretaker relating to Health and Safety

Safeguarding:

- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
- To fully implement the policies and procedures relating to safeguarding and safer recruitment
- To raise any concerns about poor or unsafe practice in regard to children in a timely manner and in accordance with agreed whistle blowing procedures

Training:

- With the headteacher, identify and arrange training and development for all members of staff
- Ensure that a record is kept of all First Aid training completed by staff and that staff are identified and booked onto First Aid training on a rolling programme before their certificate runs out
- Book training for classroom staff, as identified and signposted by senior leaders in school

Other Duties:

- To understand and comply with County Council's Equal Opportunities Policy and Health and Safety requirements and all relevant school policies
- To understand and comply with the school's and County Council's policies on Equalities, SEND and Inclusion.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post
- In the event of absence, support the midday supervisory team with their duties. This may include providing guidance on effective supervision or carrying out first aid when staffing levels are low.

Etwall Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

This job description was agreed between _____ (SBO) and Sarah Bentley (Headteacher)

Signed..... (SBO)

Signed..... (Headteacher)

Date.....