

Grade P02 (point 39-42)

<p>Purpose of the SBM role</p>	<ul style="list-style-type: none"> • To actively model and promote the values and ethos of the School. • To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the School Improvement Plan. • To provide strategic support to the Headteacher and governing body on all aspects of the school’s business management responsibilities.
<p>Responsible to</p>	<p>The Headteacher</p>
<p>Hours of work</p>	<p>36 hours per week, 41 weeks per year.</p>
<p>Responsible for</p>	<p>Strategic leadership Finance Administration Personnel and Recruitment Premises and facilities Health and Safety</p>
<p>Strategic Leadership</p>	<ul style="list-style-type: none"> • To attend Headship Team meetings as directed by the Headteacher • In conjunction with the Headteacher and Deputy Headteacher manage the school’s budget and plan change in accordance with the school improvement plan (SIP). • To monitor and review financial and administrative systems and processes to implement efficiencies as and where appropriate.
<p>Finance</p>	<ul style="list-style-type: none"> • Responsible for the Schools Financial Value Standard including meeting with the Governing Body, completing the questionnaire, Risk Assessments, and all relevant returns that must be made to achieve the standard. • Advise Headteacher and Deputy Headteacher on financial and premises issues. • Manage and develop service level agreements, tenders and contracts with outside agencies/LA on an annual basis ensuring that the LA financial management procedures are followed. • Manage the spending of Capital Funding. • In conjunction with the Headteacher and Deputy Headteacher, create the detailed budget plan for the school. • Monitor orders with the Headteacher in relation to the school’s budget. • Monitor expenditure with the Deputy Headteacher relation to the school’s budget. • Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications. • Contribute to investigating the feasibility of income generation. • Deal with staff queries relating to salaries. • Manage the maintenance of accounting records relating to the school budget on RM Finance together with the appropriate financial controls. • Manage the ordering, processing and payment of all goods and services in consultation with the Finance Administrator and Welfare/Administrative Assistant. • Ensure all income is recorded on RM Finance. • To ensure staff claim forms for additional hours and Teatime Club staff claim forms are calculated correctly, authorised and submitted for payment to the London Borough of Enfield Payroll Team. • Manage and be responsible for Finance audits and ensure appropriate actions

	<p>are met, reporting findings and actions to the Headteacher.</p> <ul style="list-style-type: none"> • In consultation with Inclusion Manager administer funding claims for SEN and Pupil Premium, ensuring LA hold relevant information. • Check and reconcile the Commercial Card. • Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency. • Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations. • Ensure best value principals are adopted, in all the schools operations. • Maintain the Scheme of Delegation. • Ensure that all staff are paid on the correct scale and spine point in consultation with the Headteacher and to provide appropriate information on pay to staff, the LBE. • To manage the catering contracts, cleaning contracts and other such appropriate contracts. • Produce teaching staff salary statements each year. • To ensure that all LA financial regulations are adhered to and that good practice is followed.
Administration	<ul style="list-style-type: none"> • Provide guidance for support staff including direct line management for administrative, welfare, technician, and catering and site staff. • Complete the workforce census on the school's MIS system. • Provide personal assistance to the Headteacher. • Organising meetings for the Headteacher. • Ensure that the Headteacher's diary and general calendar are kept up to date. • Compose and type correspondence and other documentation as required by the Headteacher, including items of a confidential nature. • To participate in the production and updates of the Staff Handbook. • Prepare policies in consultation with the Headteacher ie Debt recovery/lettings policy. • Take an active role in co-ordinating and managing the delivery of effective extended school activities. • Organise refreshments as required, for evening meetings, Inset Days or other occasions as directed by the Headteacher. • Ensure the efficient provision of routine correspondence, via email. • Receive all post and distribute accordingly. • Liaise with the LA Governors Support Service to oversee and administer the smooth operation of the Merryhills Governing Body. • In consultation with the governing body, administer the election of School Governors • Manage the organisation of Extra Clubs • In consultation with the IT Technician and ICT Co-ordinator ensure compliance with General Data Protection Regulations (GDPR). • Liaise with the IT Technician and ICT Coordinator on ICT facilities. • In conjunction with the IT Technician ensure that the asset register is maintained and that ICT assets are kept secure and in good working order. • In conjunction with the IT Technician and ICT Co-ordinator to ensure that contingency plans are in place in the case of technology failure.
Personnel and Recruitment	<ul style="list-style-type: none"> • In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required. • Carry out the administrative processes relating to recruitment and other staff

	<p>changes, including seeking references, medical clearance and DBS checks as required.</p> <ul style="list-style-type: none"> • Manage all personnel matters in consultation with the Headteacher and Schools Personnel Service ensuring required pre-employment checks are carried out for new employees, dealing with staff queries. • Ensure all Personnel processes in place. • Maintain staff files, ensuring confidentiality. • Manage retention of personnel documents for 7 years • Ensure that all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken. • Consult with Schools Personnel Service in the provision of information and advice on conditions of service for all categories of staff employed at the school. • Ensure all staff and pupil records are maintained in accordance with GDPR. • Ensure that all safeguarding procedures are in place and adhered to.
<p>Premises and Facilities</p>	<ul style="list-style-type: none"> • To manage the school premises maintenance, refurbishment and development programmes of the school premises and grounds. • Ensure procedures and policies are up-to-date, eg fire evacuation, disaster recovery plan and lockdown procedures in conjunction with the Headteacher. • To lead on the procurement of contracts for ancillary services including the catering, cleaning and grounds maintenance contracts, researching for best value and preparing appropriate tender documentation. • Together with the Site Manager ensure cleaning services are monitored and managed effectively reporting any concerns to cleaning contractor. • Manage all lettings of the buildings and grounds within the school's policies, maximising income but ensuring minimum disruption to the pupils. • To oversee the purchasing, repairs and maintenance of all furniture and fittings. • In consultation with the Site Manager, ensure that maintenance and building contracts are tendered to comply with the Councils Code of Practice on purchasing goods and services and with the financial limits agreed by the governing body. • In consultation with the Site Manager ensure the completion of an annual maintenance plan with projections for a rolling three year programme. • Through oversight of the Site Manager and Site Assistant ensure the safe maintenance and security operation of all school premises. •
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Liaise with the Inclusion Manager to ensure that statutory obligations are met relating to pupils with special educational needs. • In conjunction with Site staff and the LA Health and Safety team ensure policies and procedures are in place to meet health and safety regulations and guidelines. • To be instrumental in ensuring disaster recovery and lockdown procedures are in place.
<p>The Job Description is current at the date show, but in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job, to undertake work of a similar level that is not specified within this job description.</p>	
<p>Merryhills Primary School 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. An enhanced DBS clearance will be required for this post.</p>	

June 2018