



**ALDRYNGTON PRIMARY SCHOOL**  
**SUMMARY JOB DESCRIPTION**

**Post:** School Business Manager Grade 7  
**Responsible to:** Head Teacher

**Job purpose:** To be familiar with the local scheme of financial delegation and carry out the effective implementation of all financial/personnel requirements

**DUTIES AND RESPONSIBILITIES**

**Finance**

- To prepare for the approval by the Head teacher and Governors the annual actuals and anticipated estimates of income and expenditure.
- To obtain agreement of budgets, and to monitor accounts against budgets
- To prepare monthly management accounts for budget holders and the report on the financial state of the school to the governors.
- To carry out whole school budget monitoring in September and December.
- To monitor monthly utilities, solar panels and photocopiers and to liaise with WBC to ensure efficiency.
- To develop and maintain sound financial systems and controls in line with the requirements of the audit system SFVS, to include the principles of best practice.
- Manage end of year procedures for the school budget, prepare the school fund accounts annually for auditing and complete budget returns for the local authority.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise SLT/governors accordingly.
- Remain up to date with regard to financial regulations and arrangements and advise the Head teacher and finance committee of all relevant changes.
- Manage the collection, reconciliation and banking of any monies received by the school either from the local authority, letting and through the PTA.
- Carry out PTA generated tasks including liaison with the treasurer, processing PTA purchases, preparing financial statements of spends and to pay in reimbursements.
- To manage all expenditure, payments of invoices and raise purchase orders. Prepare maintain and reconcile reports, records and accounts including WISER from the local authority, in conjunction with the school's accounting system.
- To manage the 'housekeeping' of the accounts such as checking outstanding orders; commitments; and suppliers' statements, management of bank accounts and insurance policy matters/ claims
- Prepare accounts for audit purposes
- Be responsible for securing additional funds/grants for which the school is eligible to apply.
- To generate bids for Devolved Capital works, monitor expenditure and assist in developing the SLT in developing the school's asset management plan.

- Manage the school census process and update Arbor to ensure the correct information is collated in October, January and July.
- To place orders, raise invoices, make BACs payments and reconcile bank statements
- To make monthly Imprest claims from the Access system to the local authority
- To manage the Private funds separately from the main school budget and to organize yearly external audit of the accounts.

### **Services, contracts and managing contractors**

- To negotiate, manage and monitor contracts, tenders and agreements for provision of support services and external suppliers,
- To ensure appropriate levels of insurance and secured and oversee any claims as they arise.
- Liaise with contractors/local authority to secure necessary documents when gathering quotes and in advance of the commencement of work onsite in line with the local authority's regulations for the management of contracts.
- Advise local authority property services of any issues and follow up on agreed actions
- Work alongside the local authority energy team with DEC's, monitoring, meter readings
- Work alongside local authority with PAT testing, forestry, electrical
- Annually update contracts through traded services and external companies.
- To manage the kitchen maintenance and services to ensure kitchen is compliant.

### **Personnel/payroll, recruitment and CPD**

- Attend termly HR meetings
- Manage Arbor personnel database, prepare staff contracts, maintain staff absence records and timesheets
- Input monthly timesheets and any staff changes onto the payroll system and liaise with the payroll provider on all matters relating to payment of staff.
- Deal with staff enquiries relating to pay, pensions, contracts, procedures, claims etc
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave and engagement of supply teachers.
- To liaise with the schools personnel provider and advise the governors on employment matters and policies as necessary
- To carry out school workforce census using Arbor
- Maintain CPD register, keeping it up to date, to chase staff to complete expired CPD and prepare reports for the Head teacher as required.
- Book external training courses for staff when required and keep staff up to date with staff and governors information.
- Help prepare job adverts, advertising them, organizing interviews, call for references, advise candidates if successful or not, issue contracts, carry out medical and DBS checks and required paperwork.
- Issue change of hours letters and make amendments on the payroll portal.
- Work in accordance with safeguarding and confidentiality protocols
- To carry out staff risk assessments concerning maternity and ill health

### **Safeguarding**

- Ensure all staff, contractors and volunteers coming into school have a current DBS check
- All supply staff from agencies provide 2 references, ID and DBS check and they complete the confidentiality and other necessary forms before working within Aldryngton.

- To maintain and update the Single central record ensuring its compliant and all checks are updated every three years.
- All governors have current DBS checks and are renewed every three years.
- Ensure all teaching staff prohibition checks have been carried out annually
- Update annually the child disqualification declaration preemployment check.

### **Health and safety**

- Act as first point of contact in dealing with reported H&S issue
- Liaise with site controller, other members of staff, LA or external providers in addressing the issue as quickly as possible.
- Arrange termly H&S governor/site controller H&S walk around both inside and outside school
- Monitor and update the health and safety report
- To attend site meetings every 2 weeks to discuss site and health and safety issues
- To monitor, for one month per year, health and safety related injuries and concerns on the playground
- Contribute to the policy review
- To complete the annual fire audit.
- To take part in any meetings relating to health and safety within school and local authority.
- Carry out risk assessments on site and swimming pool

### **Data protection officer**

- To be the point of contact for all; SRMA and FOI requests
- To annually update the Data protection policy using The Keys as a reference point
- All privacy notices are annually updated and placed onto the school website

### **Lettings/site related**

- To issue paperwork including invoices to hirers of school facilities
- To ensure lettings policy is regularly updated
- To deal with enquiries with regard to lettings and advise existing lettings on changes in charging.
- To manage all lettings
- The help generate income for the school by finding new lettings and maximizing revenue from facilities and hours available
- To cover holidays in conjunction with the site controller

### **Swimming pool**

- To work alongside the site controller in getting the pool ready for swimming season
- To organize specific pool training for the site controller, teachers and support staff
- Ensure the pool is summarized and winterized annually
- Order chemicals and microbiological checks for the pool season
- Send out voluntary contribution letters to parents
- Carry out annual risk assessments

### **Governor/management related**

- To work with the Head teacher and Finance committee in ensuring all policies for which the committee has responsibilities are updated in the specified timeframe.

- Assist the SLT and governors in drawing up and reviewing the schools Emergency action plan.
- Attend and contribute to Finance committee meetings liaising with the Head teacher and chair of the committee in drawing up the agenda, providing the required paperwork and proof reading the finance minutes before being approved at the next meeting.
- Attend selected school meetings in a finance capacity such as ICT strategy, SLT and other governor focus group meetings
- Line manage, including annually performance manage the office staff, site controller, ICT tech and school cleaners
- To update the Asset Management plan

### Other

- To assist other members of the office staff as necessary on an emergency basis and in busy periods
- Any other duties that reasonably fall within the purview of the post which may be allocation after consultation with the post holder.

**March 2026**