

# Ghyllside Primary School

Gillinggate, Kendal,  
Cumbria.

LA9 4JB

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Headteacher: Mr.H.B.Davies (BA. Hons)

## School Business Manager – Job Description

### CORE PURPOSE

The post holder will be responsible for planning, implementing and supervising the financial and administrative systems for the Academy. Key Responsibilities and Accountabilities:

### SAFEGUARDING:

- Share in the corporate responsibility for the well-being, safeguarding and behaviour of all the pupils;
- Take responsibility for familiarising themselves with the Ghyllside School's Policies and Procedures including, but not limited to, Child Protection, Prevent, Keeping Children Safe in Education and our H&S Policy;

### FINANCIAL MANAGEMENT:

- The post holder will together with the Headteacher, be responsible for planning, monitoring and evaluating the annual budget forecast return for submission to the Department of Education.
- Work with the Headteacher in setting a balanced annual budget for the financial year and management of expenditure within agreed budgets.
- Provide support to the Headteacher and trustee body on all aspects of school business management.
- Use financial management information to analyse trends and identify opportunities for greater efficiency in preparation of school budget forecasts.
- Managing the administration of income into the school budget e.g. receipting the monthly/quarterly payments from the Department of Education, Westmorland & Furness, Cumberland etc.
- Manage operation of all bank accounts, ensuring that a full reconciliation to trial balance is undertaken monthly.
- Overseeing the collection and reconciling of school monies.
- Reconciling schools internal financial system to bank statements on a monthly basis and resolving any discrepancies which may arise.
- Be responsible for producing business and financially related policies and implementing approved policies in line with current and locally agreed policies.
- Be familiar with the requirements of the Secretary of State and funding agreements.
- Confidentiality and security of all financial material.
- Producing and presenting detailed monthly management reports to be presented to the Headteacher and Trustees, providing advice and assumptions as appropriate in relation to these.
- Responsibility for compiling and returning statistical information as required for DFE, HM Revenue and Customs, Companies House etc.
- Operating the schools internal financial procedures in accordance with statutory guidelines, Financial Regulations, School and Education Departmental Policy and Practice.
- Liaise with the Bank Relationship Manager and taking responsibility for organising signatories and access to on-line banking etc. in line with school policies.
- Responsibility for maintaining the computerised Financial Systems in line with current and locally agreed policies.
- Accurate recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring the financial deadlines are met.
- Input, output of data and production of associated reports.
- Benchmarking under the guidance of Best Value, reviewing financial risk assessment.
- Responsible for securing appropriate licences and insurance.

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- Financial monitoring of salaries, authorisation of pay claims, overtime and increments.
- Reclaiming VAT in line with HMRC policy and guidance.
- Liaising with Auditors, HM Customs VAT, Teachers Pensions Agency, Local Government Pensions, Inland Revenue.
- Oversee the preparation and audit of the final accounts.
- Ensuring the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Ensuring all procurement procedures are followed and value for money is sought at all times.

Undertake the Role of Company Secretary & Chief Financial Officer – undertaking the following responsibilities:

- Oversee the financial security of the school in line with Department of Education regulations.
- Send returns and forms to the Register of Companies House in a timely and accurate manner.
- Generally, comply with the Companies Acts, other legislation and the memorandum of articles.
- Ensure good corporate governance.
- Ensure that the annual return is accurate and submitted on time.
- Attend all meetings of the Finance & Risk Committee.
- Act as the Company Registrar.

See the [Academy Trust Handbook](#) 2025/26 for more detail.

## PERSONNEL

- Oversee the administration for all staff recruitment and selection and for contracts of employment.
- Responsible for ensuring vacancies are correctly advertised with relevant job descriptions and specifications and that safer recruitment is adhered to at all times.
- Responsible for statutory checks for new staff – qualifications, references, medical checks, DBS.
- Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures and other personnel related matters.
- Maintain confidential staff records and ensure that staff records held in school are kept confidential.
- Responsibility for procurement and maintenance of staff absence and insurance schemes in line with current and locally agreed policies.
- Ensure supply cover is arranged for absent staff and all safeguarding procedures have been completed.
- Line management of office staff, including attendance, training and development.
- Authorisation, management and overseeing of payroll and human resources. Informing payroll provider of new appointments, changes to contracts, performance management, personal details etc.

## ADMINISTRATION

- Management and supervision of the office computerised financial system, photocopiers and communication systems.
- Ensure provision/support for liaising with the appropriate agencies in relation to all pupil welfare.
- Ensure compliance with the UK General Data Protection Regulation UK (UK GDPR), the Data Protection Act 2018 and related information governance requirements.
- Responsibility for updating school admission procedures and accurately maintaining the pupil related information system.
- Produce and respond to complex correspondence.
- Contribute to the overall aims and targets of the school; take initiative to establish constructive relationships with other agencies.
- Responsible for marketing and school promotion.
- To carry out DBS checks on staff and parents in accordance with Academies safeguarding guidelines. Manage and update SCR as necessary.
- Prepare data for Census's and Early Years Funding submissions.

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## **PREMISES MANAGEMENT**

- Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing in co-operation with the Site Manager.
- Liaise with Site Manager regarding use of premises and associated income, general building works and projects.
- Manage appropriate service contracts, service level agreements and school licences and insurance alongside the Site Manager.
- Line management of premises staff.
- Investigate and promote alternative uses for hire of school premises.
- Management and purchase either directly or indirectly, the schools energy supplies.

## **CATERING PROVISION**

The academy outsources catering to Orian and as such the Business Manager has the following responsibilities:

- Liaison with Orian Management to ensure effective delivery of the contracted services.
- Ensuring accurate and timely payment of associated invoices.
- Monitoring Catering income and expenditure and reporting to Trustees.

## **HEALTH AND SAFETY**

- Under the direction of the Headteacher and Site Manager to assist in the management of health and safety, specific day to day responsibility and updating health and safety policies.

## **GENERAL**

- To work with policies and procedures and develop appropriate policies where relevant.
- To support the promotion of positive relationships with parents and outside agencies.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

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