

# SCHOOL BUSINESS MANAGEMENT



## Peripatetic School Business Management Support - available for schools now!

In order to respond to the ever changing circumstances in schools, we are able to tailor a peripatetic School Business Management service to meet your schools' individual needs and circumstance. We have a wide choice of annual/monthly or daily (temporary) support contracts available.

### STANDARD SUPPORT PACKAGES

#### Leadership and Management

- ✓ Contribute to the vision and mission of the school
- ✓ Support the Senior Management Team regarding financial and personnel advice as required; in order to raise standards of educational provision and pupil attainment by the effective deployment of resources
- ✓ Collaborative work with other schools ensuring resources are used to their full potential
- ✓ Press, publicity and marketing Management, ensuring the profile of the school is raised

#### Financial Management

- ✓ 3/5 Year Strategic Planning ensuring linkage to the School Development Plan, using SBS Online Software

- ✓ Monthly Salary and Budget Monitoring including reporting to SLT and Governors
- ✓ Assistance with Ofsted Reports and preparation of financial reports to parents
- ✓ Monthly 'financial health check' on finance systems ensuring data integrity
- ✓ Validate financial data (Bank Reconciliations and VAT returns) monthly or quarterly as outlined by the Local Authority and ensure all accounting processing is completed by staff correctly and within set time scales
- ✓ Assist with preparation of CFR (Preliminary and Final)
- ✓ Ensure continuing compliance with Financial Management Standard in Schools (FMSiS)
- ✓ Lead on income generation for the school. Maximise potential of fundraising and bid writing
- ✓ Ensure best value for Contracts, tendering and service level agreements

## Personnel Management

- ✓ Ensure all personnel checks are completed on current and new staff
- ✓ Maintain confidential staff records
- ✓ Line manage specific support staff
- ✓ Be responsible for recruitment, staff development, appraisals and training
- ✓ Ensure school is compliant with relevant employment legislation
- ✓ Be responsible for Health and Safety, leading regular school and staff meetings
- ✓ Preparation of contracts and all other documents relating to staff appointment and employment
- ✓ Advise staff of their annual pay awards

## Estate Management

Responsibility for;

- ✓ The maintenance of the School Site Fire Safety and Security within the school
- ✓ The risk management and loss prevention plan
- ✓ The school's critical incident and emergency policy and practice.
- ✓ Preparation of work specifications for tender and assisting with the selection of contractors
- ✓ Management of the school lettings and facilities to outside organisations
- ✓ Maintenance of the disaster recovery plan
- ✓ Management of the catering provision
- ✓ Ensure an accurate Asset Register is maintained for all areas of the school



## Whole School Admin

- ✓ Management of ICT and Admin System within the school
- ✓ Management of pupil records ensuring data is current and correct
- ✓ Responsibility for all DfE returns, ensuring they are correct and completed within the required timeframe