



## **JOB DESCRIPTION**

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### **SCHOOL BUSINESS MANAGER**

#### **Job details**

Salary:	£50,910 to £56,022, depending on experience (Points 42-47)
Hours:	36 hours per week
Contract type:	Full Time, 52 weeks a year
Holidays:	26 days annually to be taken during school holidays
Work location:	School based
Reporting to:	Head Teacher
Responsible for:	Site Manager and Assistant Site Manager, IT Technician, Office Staff, Catering Staff,

#### **Main purpose**

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

#### **Duties and responsibilities**

##### **Leadership and strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings as required and report to governors where appropriate

##### **Financial management and fundraising**

- In partnership with the Head Teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing body
- Monitor income and expenditure against budget, advising the Head Teacher where revisions or changes are needed

- Advise Head Teacher and governors on budget variances and prepare and present half-termly budgetary reports
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head Teacher to make strategic, long-term decisions
- Comply with local authority financial reporting regulations and submit statutory returns as required
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance assistant/office staff where appropriate

#### **Human resources**

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

#### **Site Management and Health and Safety**

- To be responsible with the Head Teacher for the strategic management of the school premises, working with the Site Manager to ensure the effective management, maintenance and improvement of the buildings, plant and grounds
- Monitor the preparation and implementation of maintenance schedules and the efficient operation of all facilities
- Be responsible for the strategic development of the premises and associated equipment to ensure the site is fit for purpose and sustainable
- To work with the Site Manager, reviewing all maintenance and service contracts annually, ensure they are maintained to the highest standard and providing the school with value for money
- Be responsible for development and implementation of the lettings policy, supporting the site team in developing sustainable school facilities suitable for out of school use
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, ensuring best value
- To prepare the disaster recovery plan and ensure awareness of its importance within the management procedures of the school
- Liaise with and provide information to LA Health and Safety and relevant audit teams
- Formulate, monitor, implement and review the school's Health and Safety Policy and with the Site Manager, evaluate and communicate the associated impact on the entire school community
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety and first aid training for staff

### **ICT Co-ordination and Management**

- Co-ordinate planning for the effective provision of ICT resources for the administrative function of the school, including hardware and software
- Be responsible for the general management of the school's administrative computer network and the implementation of appropriate Management Information and Accounting Systems
- To be responsible for the supervision of ICT technicians and management of ICT Support Service Level Agreement.
- Oversee the management of the asset register and associated protocols.

### **General Compliance and GDPR**

- Manage the school's compliance with statutory obligations under GDPR and the Freedom of Information Act, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on GDPR
- To understand data breaches, the reporting procedures and timescales for reporting
- Ensure that data protection and risk management are an important and regular part of school culture

### **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Head Teacher and governing body

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.*

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</p> <p>A school business management qualification e.g. level 4 diploma in school business management</p> <p>Relevant Health and Safety training</p>
<b>Experience</b>	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p>
<b>Skills and knowledge</b>	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous experience of school accounting software</p> <p>Experience of (MIS) RM Integris and relevant school budget planning software is desirable</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff, governors, local council, parents and other stakeholders</p> <p>Understanding of data protection and confidentiality</p>
<b>Personal qualities</b>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p>

*Coldfall Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*