



'Hand in hand we can'

School Business Manager (SBM)

Job Description

The School Business Manager (SBM) works as part of the Senior Leadership Team (SLT) to provide strategic vision and leadership so that Broadwater Primary School can deliver its aims and priorities, ensuring services are delivered effectively, efficiently and in line with probity and the organisation's governance requirements.

The SBM will work in partnership with the Headteacher to:

- provide vision and strategic leadership for the school , particularly financial leadership;
- create, maintain and develop conditions which enable effective learning;
- ensure that the aims of the school are implemented in accordance with the policies of the governing body;
- be responsible for management of Financial Resources, Human Resources and Administration, Information and ICT, Facility and Property, Health and Safety;
- promote the health, well-being and safety of the organisation's community;
- extend the organisation's links with our local community.

Leadership & Strategy

- Negotiate and influence strategic decision making within the organisation's Senior Leadership Team;
- Have overall responsibility for the creation and implementation of key policies related to the role of the School Business Manager;
- In the absence of the Head Teacher, take delegated responsibility for financial and other decisions;
- Plan and manage change in accordance with the organisation's development/strategic plan;
- Ensure Broadwater Primary School makes the best possible use of resources through effective planning, considering all financial and other resource implications;
- Attend and fully contribute to Senior Leadership Team, Full Governing Board, Resources Committee and other appropriate Governors' meetings;
- Produce timely and fully costed proposals, ensuring they are sustainable through long-term financial plans;
- Ensure an effective link between the school budget plan and the school development plan – necessary to achieving the School Financial Value Standard (SFVS) and sustainable school improvement;
- Understand the implications of government policies and educational trends and developments;
- Plan for and implement new initiatives;
- Provide strategic support to the Headteacher and governing board on all aspects of school business management;
- Manage the disciplines of finance (including unofficial funds), human resources, admin ICT, premises management, administration and marketing as required;
- Undertake the day-to-day management, communication, induction, training and deployment of the administration (including ICT), extended services and premises staff within a professional and supportive environment, to ensure that targets and objectives are met;
- Devolve responsibilities and delegate tasks as appropriate, monitoring outcomes;
- Work with other members of the leadership team in developing our Extended School's portfolio;

- Develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning;
- Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts;
- Ensure effective management of the letting of Broadwater Primary School's premises to outside organisations and Broadwater staff, and the development of extended Broadwater activities, with particular reference to the local community;
- Be responsible for the extended services provision and ensure that the provider meets the school's requirements and expectations in delivering high quality wrap around care, e.g. before and after school, school holidays, etc.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times;
- Manage all aspects of school business management in a sustainable and eco-friendly manner;
- Raise the organisation's profile within the school community by leading on marketing, including attending and contributing to Marketing Committee meetings; implementing actions as identified in the committee's action plan; and leading the publicity materials/resources such as the website, prospectus, open days, signage, etc;
- Sustain the vision and values of Broadwater Primary School.

Financial Resource Management

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget;
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process;
- Discuss, negotiate and agree the final budgets for the school and extended services;
- Use the agreed budget to actively monitor and control performance to achieve value for money;
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action;
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments;
- Provide ongoing budgetary information to relevant people;
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered;
- Maintain a strategic financial plan that will indicate the trends and requirements of the development plan and will forecast future year budgets;
- Identify additional finance required to fund proposed activities;
- Seek and make use of specialist financial expertise;
- Maximise income through lettings and other activities ;
- Select types of investments which are appropriate for the organisation, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return;
- Present timely and fully costed proposals, recommendations or bids;
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment;
- Develop a long-term business plan for the future development of Broadwater Primary School;
- Lead on the implementation of audit recommendations;
- Ensure that Broadwater Primary School complies with the SFVS;
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency;
- Provide Financial Monitoring Reports for the governors and staff according to an agreed schedule, reporting immediately any exceptional problems;
- Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines;
- Ensure best value principals are adopted and that financial resources are being used effectively and efficiently;
- Manage the accounting function effectively to agreed procedures, and maintain those procedures by conducting at least an annual review, adhering to Local Authority procedures;
- Authorise, within agreed limits, purchase orders and invoices;
- Oversee efficient and safe routines concerning the collection, security and banking of cash;
- Undertake regular reconciliation of various accounts and grants;

- Provide support and advice for fund-raising activities;
- Arrange and supervise service level agreements and contracts with external suppliers;
- Implement the approved insurances, and handle any claims that arise.

Administration Management

- Manage the whole administrative function and lead on the process;
- Design and maintain administrative systems that deliver outcomes based on the organisation's aims and goals;
- Manage systems and link processes that interact across the organisation to form complete systems;
- Define responsibilities, information and support for staff and other stakeholders;
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources;
- Establish and use effective methods to review and improve administrative systems;
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication;
- Benchmark systems and information to assess trends and make appropriate recommendations;
- Supervise the use of the administrative databases and the preparation and presentation of data required by various staff and agencies;
- Maintain and update the administrative and financial software used by Broadwater Primary School;
- Promote the effective use of administrative systems;
- Act as correspondent for the DCSF and be responsible for the records and returns required;
- To be the named officer for Data Protection and ensure compliance with Data Protection laws and safeguarding procedures.;
- Prepare information for publications and returns for the DfE/LA and other agencies and stakeholders within the statutory guidelines.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the organisation;
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes;
- Ensure that the organisation has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money;
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the organisation;
- Establish systems to monitor and report on the performance of technology within the organisation;
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems;
- Ensure contingency plans are in place in the case of technology failure;
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

The School Business Manager will line manage the ICT Technicians and will be responsible for monitoring their work, ensuring that they are carrying out their role effectively as outlined in their job description.

Human Resource Management

- Manage the payroll services for all staff including the management of pension schemes and associated services;
- Ensure the organisation's equality policy is clearly communicated to all staff in the organisation;
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
- Manage recruitment, performance management, appraisal and development for all administration, premises and extended services staff;
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the organisation and staff;

- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice;
- Monitor the way policies and procedures are actioned and provide support where necessary;
- Seek and make use of specialist expertise in relation to HR issues;
- Evaluate the organisation's strategic objectives and obtain information for workforce planning;
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities;
- Manage the procedural arrangements around the appointment and resignation of staff, including participation in the short listing and interview of applicants for the premises, extended services and administration teams;
- Be responsible for staff employment contracts;
- Provide high quality advice on employment issues, service conditions and employment contracts;
- Review the terms and conditions of service for all staff in response to changes notified by the Local Authority, ensuring that staff are informed of changes which will affect them;
- Maintain the personnel database, ensuring compliance with the Data Protection Act requirements;
- Ensure safeguarding procedures are followed for staff, volunteers and external agencies;
- Maintain the Single Central Record and ensure that it meets the expected requirements.

Facility & Property Management

The School Business Manager will line manage the Premises Manager/Premises staff and will be responsible for monitoring their work, ensuring that they are carrying out their role effectively as outlined in their job description.

The SBM will seek professional advice on insurance and advise the Senior Leadership Team on appropriate insurances for the organisation and implement and manage such schemes accordingly.

Health & Safety

- Act as the Health & Safety Co-ordinator and Fire Officer;
- Plan, instigate and maintain records of fire practices and alarm tests;
- Ensure the written health & safety policy statement is clearly communicated to all staff;
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
- Enable regular consultation with others on health and safety issues;
- Ensure systems are in place to enable the identification of hazards and risk assessments;
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive;
- Ensure the maximum level of security consistent with the ethos of the organisation;
- Oversee statutory obligations are being met for pupils with Special Educational Needs and Disability (SEND).

Accountable to: The Headteacher, the Governing Body and Wandsworth Council

Line Manage: Premises staff, ICT Technicians, Administration staff and Extended Services staff