

SBM Job Description

Purpose of the post

- To provide senior leadership and strategic direction and operational management for the non-curriculum management functions.
- To act as a professional adviser to the Headteacher and Governors on whole school issues, finances, HR and site management. Researching and communicating all statutory and legal changes relating to finance and HR.
- Line management and performance management of administration and site premises staff.
- To be a member of the Senior Leadership Team.
- To lead and manage projects effecting whole school issues.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.



Duties and responsibilities

Finance Management

- To lead on all financial management within the school.
- To manage and prepare monthly budgets and long term budget plans for the Headteacher, the Senior Leadership Team and the Governors' Finance Committee.
- To have responsibility for and to analyse the monthly budget and long term budget plans.
- To plan and prepare the annual budget in liaison with necessary staff, as appropriate and present the budget to the Governors for approval and be responsible for the reconciliation of LA financial records to those at the school.
- To be responsible for monitoring income and expenditure and produce regular financial reports as required by the school and the LA.
- To manage earmarked funding streams and ensure that such funds are properly accounted for.
- To advise the Headteacher on the financial implications of the school's staffing and pay structures.
- To manage and evaluate service level agreements and keep such contracts under review by comparison with alternative providers.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and explore cost saving initiatives.

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- To advise the Headteacher in determining, allocating and controlling delegated budgets.
- To take responsibility for all accounting procedures, and the management of all public and non-public funds.
- To ensure compliance with FMIS (Financial Management Information Systems) and other financial regulations and standing orders.
- To manage the school's cash flow and maximise the schools interest within financial, legal and regulatory constraints.
- To ensure that systems are set up for the smooth running of financial management as appropriate.
- To manage the finances of the school's catering contract where relevant and ensure regular evaluation and review.
- To be responsible for the preparation and submission of all financial returns to the LA and other relevant bodies.
- To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness.
- To represent the Headteacher at appropriate meetings related to the school's finances.
- To work with other members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school.
- To liaise closely with co-located partners with particular regard to financial agreements.

- To attend the FGB and Governor's Finance sub committee meetings.
- To be responsible for ensuring that risk assessments are prepared and monitored.
- Negotiate funding levels and pupils' education place costs with in and out borough commissioning authorities.



Premises and Health & Safety

- To lead the strategic management of the maintenance, refurbishment and development of the school premises and grounds.
- To strategically oversee the negotiation, evaluation and management of contracts for works and services to the site.
- To oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.
- To have overall responsibility for the co-ordination and management of work and communication with facilities management, architects, contractors and council officers with regard to

Job Description (continued)

the maintenance, refurbishment and development of the site.

- To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors.
- To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as the school's Health and Safety Coordinator and Fire Officer.
- To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
- To have overall responsibility for the records of fire practices and alarm testing. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- To implement risk management and loss prevention strategies in the school.
- To represent the Headteacher at appropriate meetings related to the school.
- To have overall responsible for the safe working environment within the school.



Human Resources

- To manage the Human Resources function in the school.
- To line manage administration staff as required, and identify their development needs as appropriate.
- To advise the Headteacher and Governing Body on payroll and personnel issues.
- To give advice to the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To advise the Headteacher and Governors on policy issues and the implementation of these policies in the school.
- To oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; and maintenance of the personnel database (ARBOR) and confidential files.
- To oversee and supervise the maintenance of accurate personnel records for each member of staff including Single Central Records.
- To participate in the recruitment, selection and appointment of staff.
- To liaise with the payroll provider, issue staff contracts and amendments.
- To ensure that all staff details are kept securely (paper or electronic), in line with the relevant data protection legislation.
- Respond to emergencies appropriately and inform relevant staff.

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General responsibilities and support services

- To promote the safeguarding of children.
- Design, create, develop and maintain policies as appropriate.
- To attend the appropriate committee and other meetings, including relevant meetings with the School' Leadership Team.
- To engage effectively with the school's networks in order to collectively drive forward practice development and optimise on funding/shared contractual opportunities.
- To vary duties to meet the changing demands of the school.
- To implement and follow all school and LA policies and procedures, including giving due regard to the schools' equal opportunity policy.
- To oversee and ensure all work is appropriately documented and kept up-to-date.
- To keep abreast of current legislation and developments particularly in relation to finance and attend training where appropriate.
- To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- To help ensure that the school meets the relevant outcomes of the Every Child Matters initiative.
- At all times to ensure compliance with the prevailing data protection legislation

and with the LA's data protection and connected policies.

- To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.

Performance Standards

- Acts with selflessness, integrity, objectivity, accountability, openness, honesty and leadership and always within the limits of professional competence to safeguard the assets, financial probity and reputation of the school.
- Work to and beyond the Professional Standards Framework for school business managers.
- To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.
- This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. Job descriptions will be reviewed regularly by the Head Teacher and may be changed after appropriate consultation.

Person Specification

Qualifications and experience

1. A degree / professional qualification relevant to the post.
2. Substantial successful management experience, preferably across finance, ICT, HR and facilities management.

Knowledge and skills

3. Proven ability in strategic developing, setting and monitoring large budgets.
4. Able to lead projects and deliver value for money initiatives.
5. Advanced ICT skills, including a good understanding of ICT systems.
6. Evidence of the personal and leadership qualities required to set an example to others and to lead a team, including the ability to motivate and support a team.
7. Evidence of good interpersonal skills and the ability to develop and maintain good relationships with all members of the school community.
8. Ability to communicate clearly and concisely both orally and in writing and to produce technical and financial information in a way that is comprehensible to lay persons.
9. To be able to use initiative and have well developed incisive analytical and problem-solving skills.

Personal Qualities

10. Highly developed interpersonal skills including influencing skills.
11. Willingness to constructively challenge the work of self and others to continually improve own and team performance.
12. Ability to work under pressure and meet deadlines.
13. Integrity.
14. Evidence of flexibility and being open to new ideas.

Commitment to:

15. Providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
16. Children's learning, health, wellbeing and safeguarding.
17. Equal Opportunities, confidentiality, professionalism.
18. Sustainable development and energy efficiency.

