



Penn Wood Primary and Nursery School
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Co- School Business Manager

Job details

Job title: Co- School Business Manager

Salary: Slough Grade SCP 26 to SCP 35 (£31,400- £39,839 pro rata)

Contract type: Part time - permanent

Reporting to: Headteacher and SBM

Main purpose

The Co- 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

- › Under the direction of the headteacher and School business manager, undertake 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
- › As a member of the senior leadership team, attend all appropriate leadership team meetings and report to governors where appropriate
- › Implement school-wide changes and allocate resources in line with the school improvement plan, pupil premium plan and sports premium plan, putting policies and procedures in place and communicating them to staff.
- › Take all decisions in line with the Nolan Principles of Public duty and the vision and values of the school
- › Work in partnership with the school's Network Manager to ensure that ICT provision is high quality and that all necessary processes are undertaken efficiently e.g. asset management
- › Work the school's Facilities Management company, Pinnacle, to ensure that the facilities are maintained to a high standard
- › Prioritise audit requirements and ensure that the school is compliant with financial regulations

Financial management

- › In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- › Jointly prepare and submit the budget to the governing board and local authority
- › Monitor the budget all year round, advising the headteacher where revisions or changes are needed including quarterly reforecasts
- › Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions. Making use of Integrated Curriculum Financial Planning (ICFP) metrics to ensure effective resource management.
- › Comply with financial reporting requirements and submit statutory returns to include the Schools Financial Value Standard (SfVS)

- › 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
- › Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- › Carry out month end tasks including cash sheet, bank reconciliation and VAT returns.

Human resources

- › Manage the school's payroll provision with the payroll provider
- › Ensure that recruitment and induction 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 and curriculum spend to ensure effective deployment of staff and financial efficiency
- › Management of the school's Apprenticeship Levy Funds.
- › Management of the Single Central Register in partnership with the Business Manager.

Health and safety and Premises

- › With the headteacher and the school's Facilities Management company ensure that the site is safe and offers the best possible provision for children and staff
- › Manage the school's compliance with health and safety regulations and implement and quality assure processes and procedures to ensure the safety of all in the school
- › Organise health and safety training for staff as necessary e.g. fire wardens
- › To prepare and implement or quality assure school risk assessments

Compliance

- › Manage the school's compliance with statutory obligations, 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 and the contracts register
- › Work with other leaders to ensure GDPR compliance
- › Ensure compliance with the school's safeguarding procedures

Administration

- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- › Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

The co-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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ A degree - ideally in accountancy, business management or a related discipline) ➤ A school business management qualification [Level 5 or 6 required] ➤ Data protection training
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Experience of change management ➤ Contributing to staff development ➤ Data Protection and The UK GDPR ➤ Health and Safety
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of SIMS and FMS6 ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Integrated Curriculum Financial Planning (ICFP)
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equity, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder. Other duties that are commensurate with the job and grade may be required by the Headteacher