



## Senior Cluster School Business Manager – Job description

**Post Title:** Cluster School Business Manager  
**Salary:** Band 4  
**Reporting to:** Head of School / Chief Operating Officer

### Overall purpose of the post

To provide strategic leadership and effective support to Head of School and Senior Leadership Team, allowing them to focus on the academic and educational aspects of the academy’s development.

### Special Features

The post holder shall be required to work in any of the schools/academies within the HEARTS Family of Schools as directed by the Chief Executive.

### Main duties and responsibilities

<b>Finance</b>	<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>• Oversee the purchasing of resources and services in the school. Ensuring all purchasing is in line with the financial regulations, including obtaining three competitive quotes and obtaining CEO/board approval where required, and the school achieves best value in its purchasing</li> <li>• Reviewing quality control of purchasing carried out by the school</li> <li>• Overseeing the posting of purchase orders and invoices on the finance system (Xero). Ensuring invoices are handled and managed in line with the financial regulations</li> <li>• Overseeing the receipt, checking and authorisation of delivery notes and invoices from suppliers</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Oversight of the school's annual budget, supporting Heads of School and the central finance team</li> <li>• Liaise with Head of School re accurate forecasting of expenditure across all non-salary cost centers</li> <li>• Liaise with Head of School accurate forecasting of the school's self-generated income</li> <li>• Participation in scheduled budget meetings with the central finance team</li> <li>• Ongoing monitoring of budget income and expenditure, taking action when flagged up in the central finance team's monthly reports</li> <li>• Review sustainability of local "trading activities" including school catering, breakfast and after school clubs</li> <li>• Understanding of the key challenges within the school's annual and 3-year budgeting, and participating in their resolution</li> <li>• Understanding and engaging with the trust's financial key performance indicators (KPIs)</li> <li>• Participation in the financial aspects of the school improvement plan, including the cost implications of major projects</li> </ul> <p><b>Funding/school payments</b></p> <ul style="list-style-type: none"> <li>• Understanding the financial aspects of the school census returns, including the link between pupil numbers and funding, and participating in new ways of marketing of the school</li> <li>• Overseeing local fundraising (self-generated income), including the marketing and management of lettings</li> <li>• Managing the receipt of income from parents through the trust’s online payment system (School Money)</li> <li>• Role in overseeing payment of pre-school fees</li> </ul> <p><b>Records</b></p>
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	<ul style="list-style-type: none"> <li>Overseeing the maintenance of the school's fixed assets register, in liaison with the central finance team, including managing any asset disposals and making sure the school's resources (especially ICT) are well managed and that records are kept on their whereabouts and safekeeping</li> <li>Ensuring finance information on HR files is kept up to date, e.g. keeping pace with latest salary statements and contract variations</li> </ul> <p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>Checking monthly payroll for accuracy, flagging up errors and queries in advance of pay day</li> <li>Participation in monthly payroll/staff list meetings with central finance team</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>Assisting with the preparation of all audits/compliance visits, whether in-house, independent or external</li> <li>Ensure new recruitment requests are handled in line with the financial regulations</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Supporting the central finance team in its trust-wide contract management, including liaison with contractors on-site</li> <li>Providing Heads of School and SLT with financial reports from Xero where required, e.g. cost centre expenditure reports</li> </ul>
<b>HR</b>	<ul style="list-style-type: none"> <li>Overseeing staff absence locally and across the Trust as directed by Line Manager</li> <li>Issue staff contracts of employment &amp; oversee pre-employment checks in line with Trust policies (including ensuring DBS checks meet trust requirements)</li> <li>Oversee induction program for new starters</li> <li>Maintain staff records/personnel files (including CPD for support staff)</li> <li>Manage SCR (including safeguarding management for 3rd parties/contractors)</li> <li>Oversee the management of office administration lead and caretaking staff, including PMR process</li> <li>Assist in the recruitment process and participate in panel interviews as required</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>Liaise with premises staff</li> <li>Review of planned preventative maintenance certificates e.g. lightning conductor, Gas Safe.</li> <li>Manage the phone system</li> <li>Monitor service contracts</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Monitor records relating to accidents, injury or damage to property</li> <li>Completion of the Fire Risk Assessment</li> <li>Review of the Hazard Reporting System</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Oversee the maintenance of administration platforms (scholarpack/smartlog) locally and across the Trust</li> <li>Delivery of Trust training on administration platforms</li> <li>Management of all admissions procedures to include admissions / transition mid-year and appeals</li> <li>Oversee website administration</li> <li>Promoting and living HEARTS values on a day to day basis</li> <li>Any other duties as instructed by Line Manager</li> <li>Whole Trust responsibilities as directed by Line Manager</li> <li>Whole Trust compliance checks as directed by Line Manager</li> <li>Production of reports for CEO, CFO, COO, and HoS as requested</li> </ul>

Signed \_\_\_\_\_

Date \_\_\_\_\_