



Job Description: School Business Manager

TITLE OF JOB:	School Business Manager
GRADE:	H9
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Finance & Operations Administrator; Administrative Assistant; Caretaker

Job Outline

Main Purpose

To provide strategic leadership and operational management of the school's business functions including finance, HR administration, health & safety, premises coordination, compliance, procurement and administration, ensuring efficient and effective support for teaching and learning.

1. Strategic leadership

- Contribute to the strategic leadership and management of the school as a member of the SLT.
- Advise the Headteacher and Governors on financial and operational matters.
- Support long-term school improvement and resource planning.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Develop efficient systems and processes to maximise value for money.

2. Financial management

- In partnership with the Headteacher, manage the school's budget, including monitoring and forecasting, ensuring it is realistic and represents an effective use of public funds.
- Produce regular (monthly) monitoring reports for the Headteacher and Governors.
- Comply with financial reporting requirements and submit statutory returns.
- Monitor staffing expenditure and assist with workforce planning.
- Ensure compliance with Schools Financial Value Standard (SFVS) and audit requirements, including submission of SFVS.
- Oversee procurement, ordering processes, contracts and service level agreements.
- Monitor income generation opportunities and grants, applying where appropriate.

3. Human resources

- Coordinate recruitment and safer recruitment processes, including completion of paperwork.
- Maintain the Single Central Record, ensuring it is compliant, up-to-date and accurate.
- Liaise with the Local Authority and HR providers on staffing matters, including payroll and contracts.
- Complete and submit the workforce census.
- Monitor staff absence and maintain HR records.
- Coordinate training and CPD for all staff.
- Support performance management/appraisal administration.
- Coordinate onboarding and induction processes.

4. Compliance and operations

- Lead on GDPR and records management compliance.
- Coordinate health & safety systems and statutory compliance, including policies, procedures and training.
- Maintain operational risk registers and policy schedules.
- Oversee business continuity planning.
- Coordinate school insurance and contracts.

5. Premises and facilities

- Manage the school's lettings offer.
- Maintain inventory and asset records.
- Coordinate premises maintenance and compliance checks.
- Manage contractors and service providers.
- Support capital and premises improvement projects.
- Liaise with site staff and external agencies as required.

6. Administration oversight

- Line-manage office support and premises staff.
- Ensure effective administrative systems and customer service, providing a professional and welcoming reception for all visitors and parents ensuring all safeguarding checks and health and safety processes are in place to monitor entry in and out of the school.
- Oversee admissions administration processes.
- Complete census and statutory return processes.

General

- Participate in training and professional development.
- Undertake other duties commensurate with the grade and nature of the post.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This job description will be reviewed annually as part of the performance management process.

Person Specification: School Business Manager

Knowledge	Competencies
<p>Ideally candidates will have the following, although ongoing training/ Continuing Professional Development (CPD) will be provided;</p> <ul style="list-style-type: none"> • Knowledge and experience of administration policies and procedures. <i>Desirable: at the level of School Business Manager</i> • Good working knowledge of principles and methods of finance and personnel in an office environment. <i>Desirable: experience within a school office.</i> • Good knowledge of IT packages and systems (Word, PowerPoint, Excel, Outlook) <i>Desirable: Arbor MIS and Arbor Finance or similar.</i> • Education to A Level standard/NVQ level 3 or equivalent. <i>Desirable: Certificate in School Business Management or equivalent.</i> • Level 1 Safeguarding • Understanding of the school's ethos and values 	<p>The ideal candidate will need to have the following essential competencies:</p> <ul style="list-style-type: none"> • Communication (written and verbal) • Ability to establish and develop positive working relationships • Listening • Numeracy • Detail Handling • Monitoring • Analytical Thinking • Finance / Budget management • Understanding the needs of children • Understanding of importance of confidentiality • Commitment to safeguarding • Positive 'can do' attitude • Support the wider life of the school