**School Business Manager**

**JOB DESCRIPTION**

**Post title:** School Business Manager

**Salary:** £50,556 - £55,664 full time

**Hours:** 35 hours per week

**Contract Type:** Full-time, permanent

**Reporting to:** Headteacher

**Responsible for:** Administration, Finance and Premises Staff

**Purpose:** The school business manager (SBM) is responsible for leading on and managing the strategy and operation of the business functions of our school, including financial management, health and safety, premises infrastructure, 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.

**Leadership and Strategy**

* Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal, and professional development
* Under the direction of the headteacher, lead on all 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 leadership team meetings and report to governors where appropriate
* Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
* Take all decisions in line with the vision and values of the school and ensure others do the same
* Monitor developments in technology and lead on enhancing the school’s business processes,
* With the Senior Leadership Team, ensure staff implement school policies and procedures consistently

**Financial Management and Fundraising**

* In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
* Submit the annual budget to the governing board
* Monitor the budget all year round, and provide detailed financial management accounts for the Headteacher and Governing Body according to an agreed schedule, advising the headteacher where revisions or changes are needed
* 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
* Comply with financial reporting requirements and submit statutory returns
* With Governors, complete annual Schools Financial Standard Value [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.
* Take responsibility for and manage the effective operation of the payroll with the payroll provider
* Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Develop and implement the marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Find and apply for grants and other sources of income for the school
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking, and evaluating suppliers, negotiating deals, and ensuring value for money
* Be responsible for seeking professional advice on insurance and advising the Governing Body or the appropriate insurances for the school, implementing the approved insurances, and handling any claims that arise.
* Manage the school’s lettings offer
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

**Human Resources**

* Ensure that recruitment, appraisal, disciplinary and grievance 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 to ensure effective deployment of staff and financial efficiency
* To be responsible for implementing all areas of safer recruitment in the school, including Single Central Record
* Maintain all staff records including contracts

**Health and Safety**

* With the headteacher and site manager, supervise the maintenance of the school site
* Manage the school’s compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
* Organise health and safety training for staff, including First Aid and Fire Warden training

**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
* Ensure that all risk assessments are updated on the risk register

**Administration**

* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for the headteacher and governing body to include financial reporting, termly reviews of buildings, maintenance, health & safety, risk assessments, and reports on staffing.
* Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

The 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.