

JOB DESCRIPTION – BUSINESS MANAGER

School Business Manager

Grade: Single Status Grade 10, scale point 26-28

Annual Salary: £33,962 - £36,377

PURPOSE OF JOB:

The school business manager (SBM) will be a member of the school's leadership team, and is responsible for managing the strategy and operation of the business functions of our school to achieve the educational aims of the school; including financial management, health and safety, human resources & payroll, compliance and administration.

They will also 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.

JOB DUTIES:

Leadership and strategy

- As a member of the school's leadership team, contribute to decision making about the school strategy, take responsibility for delivering specified initiatives and discreet areas of work to support the development and implementation of the school strategy.
- Be responsible for line-managing non-classroom-based support staff (such as office staff and the site manager) to ensure they are motivated and have high levels of commitment and productivity and perform well in their roles.
- 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.
- Develop, alongside the Headteacher, the estate vision, strategy, and asset management plan to support the school needs and requirements
- 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 encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate.

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 budget to the local governing board and Trust
- Monitor the budget all year round, 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.
- 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.
- Manage the school's lettings offer.
- Ensure the effective and efficient day to day operation of the finance function within the school, such as invoice processing, delegating tasks to finance/office staff where appropriate.

HR and Payroll

- Ensure that the school acts within and is compliant with employment law and all DCAT people and HR related policies and procedures.
- In liaison with the Centre HR Team/First line advisory support, provide support and guidance to line managers where needed with regard to HR issues/case work.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Ensure the effective completion of all aspects of HR administration for the school across the employee lifecycle, ensuring effective systems and processes are in place to enable this.
- Ensure that all pre-employment checks are completed and that an up-to-date Single Central Record is maintained.
- Oversee the management of the HR Information System, ensuring electronic employee records are accurate and train other staff on its use as required.
- Oversee the School Workforce Census annual return and any other staffing information and data returns as required.
- Oversee the management of the school's payroll ensuring accurate payroll records are held and updated in line with payroll calendar deadlines, accurate and timely data is submitted to the payroll providers and robust internal quality assurance and sign off processes are followed as part of the monthly payroll cycle.
- To ensure that all required details are sent to the payroll providers to enable the effective administration of the Teachers Pensions Scheme and Local Government Pension Scheme.
- Oversee the recruitment, onboarding and induction processes, ensuring the provision of hands on support to the recruitment process, including the preparation and planning of job adverts, supporting the shortlisting

process, facilitating interviews and supporting the offer process as well as the delivery of a well planned and engaging onboarding and induction experience for new staff.

Facilities Management and Health and safety

- Ensure operational working practices are actively and consistently applied across the estate to reflect the organisation's strategic approach
- Supervise the delivery of activities identified in the estate strategy and asset management plan
- With the headteacher and premises staff supervise the maintenance of the school site to ensure that staff comply with current Conducts maintenance works in compliance with health & safety, any other relevant legislation and site security measures.
- Ensure operational working practices are actively and consistently applied across the estate to reflect the organisation's strategic approach, including managing 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 including:
 - risk assessments
 - compliance activities through the Handsam system where appropriate.
 - completing regular site reviews to ensure any risks are recorded and rectified
 - undertaking training and refresher sessions on what actions are required to ensure statutory and regulatory standards and applies this learning on an ongoing basis
- Identify and address health and safety training needs of all staff. Through the Site staff, to be responsible for the maintenance and cleaning of the buildings and grounds.
- To be responsible for the development of new facilities within the school and its grounds.
- Manage and keep track of spending across the estate in line with available budgets, ensuring that the maintenance programmes function effectively, ensuring value for money and sustainability.
- To ensure the accurate recording of data to inform effective estate management relating to the school's internal building fabric and furniture, including the production and maintenance of an Asset Register.
- To be responsible for the management of security, during the school day and during the community use of the school including the signing in system and closed-circuit television cameras.
- To ensure the school complies with relevant legislation e.g. fire, Health and Safety and copyright regulations.
- Working with the Site staff, to be responsible for the maintenance contracts/services for the site and buildings.
- Ensure the implementation of business continuity and emergency planning processes
- Understanding and implementation of how to operate building systems and controls to help reduce energy usage and save money

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.

Administration

- Responsible for the delivery of the administrative support function within the school, ensuring pupil records are maintained, and management information, school records and publications are produced within required timescales and compliant with data protection legislation.
- To ensure and oversee effective administrative systems and procedures for all operational departments within the school, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To ensure that the school's website and other external social media are managed and regularly updated as required.
- Provide administrative support for the headteacher and governing body.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- To deal with all insurance correspondence and communications for the academy, overseeing visits ensuring that necessary paperwork is completed to enable insurance cover to be effective.
- Through the site staff, to have full responsibility for managing and coordinating the school's transport arrangements, including the maintenance and use of academy-owned vehicles (if applicable).

Catering

- To oversee the catering provision for the school either through management of the catering contract or management of the catering staff.

IT

- To oversee the IT contract for the school and work in collaboration with the Centre IT function to ensure the provision of IT facilities and infrastructure.

Other

- It is the responsibility of the post holder to promote equal opportunity values, Schools and Trust values and recognition of diversity and inclusion throughout the school
- The post holder will undertake their duties in full accordance with the school's policies and procedures relating to equal opportunity, diversity and inclusion and wider school and Trust values
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of pupils within the school
- The post holder will undertake their duties in full accordance with the school's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children
- The post holder will undertake their duties in full accordance with the schools' policies and procedures relating to Data Protection and confidentiality



CHANTRY COMMUNITY
PRIMARY SCHOOL

PERSON SPECIFICATION - BUSINESS MANAGER

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none">• Ability to develop and maintain efficient administrative systems• Ability to analyse and interpret complex information, resolve problems and make recommendations• Negotiation skills• Ability to communicate with a wide range of audiences.• Able to converse at ease with customer and provide advice in accurate spoken English• Ability to work independently using own initiative, prioritise and manage own workload to meet deadlines.• Ability to provide appropriate professional challenge		Application/Interview



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	<ul style="list-style-type: none"> Ability to support change management processes 		
Education & Qualifications	<ul style="list-style-type: none"> <u>QCF level 2 qualification</u> in Maths and English <p>Progression requirements:</p> <ul style="list-style-type: none"> Level 6 diploma in School Business Management (leadership addendum) or assessed as competent against School business management competency framework at SBM level. 	<ul style="list-style-type: none"> Hold or working towards QCF level 4 or above Diploma in School Business Management 	<ul style="list-style-type: none"> Application/Interview
Knowledge	<ul style="list-style-type: none"> Budget management accounting and financial reporting procedures. Developed knowledge of a range of computer applications including Microsoft Excel, Microsoft Word and use of databases for maintaining and extracting data. 	<ul style="list-style-type: none"> Knowledge of Schools Information Management System (SIMS). Sound knowledge of the financial workings of a school, procedures and risk assessments relevant to a school environment Contract management, 	<ul style="list-style-type: none"> Application/Interview



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		<p>procurement and supply procedure.</p> <ul style="list-style-type: none"> • Knowledge of Health and Safety legislation • Knowledge of HR legislation 	
Experience	<ul style="list-style-type: none"> • Experience of financial planning, budget monitoring, account reconciliation and financial reporting. • Experience of undertaking a range of administrative duties and office management. • Experience of managing a team staff, and use of HR procedures to support confidential and sensitive matters • Managing projects 	<ul style="list-style-type: none"> • Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises. • Experience of ICT, Communication and Financial Systems Management • Procurement and contract negotiation ensuring best value. 	<ul style="list-style-type: none"> • Application/Interview
Personal Attributes	<ul style="list-style-type: none"> • Adaptable • Innovative • Organised • Personable • Commitment to personal 	<ul style="list-style-type: none"> • Demonstrate commitment to supporting children's education and wellbeing 	<ul style="list-style-type: none"> • Application/Interview



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	development and willingness to undertake training		
Personal Attributes	<ul style="list-style-type: none">• Adaptable• Innovative• Organised• Personable• Commitment to personal development and willingness to undertake training	<ul style="list-style-type: none">• Demonstrate commitment to supporting children's education and wellbeing	<ul style="list-style-type: none">• Application/Interview

- The post holder will undertake their duties in full accordance with the schools' Health and Safety policies, procedures and risk assessments
- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time and in consultation with you, to reflect changes in, or to, your job.



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