



School Business Manager

Job description

Cromer Road Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job Description:	School Business Manager (part-time 4 days a week)
Pay Scale:	LB Barnet Unified Reward Band J. Full time salary range £46,512 p.a. pro rata
Hours of work:	24 hours per week, term time only (39 weeks per year) with one-hour lunch break 9am - 4pm
Contract type:	Permanent
Reporting to:	Headteacher
Responsible for:	Line Management of the school budget, premises, IT and administration teams.

Main purpose

The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management and Payroll/Facility & Property Management/ Health & Safety Management within the school.

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

- Ensure that members of the management team and staff work effectively with parents and the community and other key stakeholders and that their views are taken into account.
- Work with the Headteacher and Senior Leadership Team (SLT) to link the School Improvement Plan to financial management.
- Attend Governing Body and Resource and Finance meetings providing reports as required.
- To have line management responsibility for the Administration Team, IT Manager, and all Premises staff.
- Carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Support the admin team in implementing 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.
- Promote the lettings of the school, generating income through bids and grants. Provide contracts to those hiring school facilities and liaise and respond to letting queries.
- Have a strategic overview over the school budget and putting forward recommendations and implement recommendations with the headteacher's approval.
- Undertake any other professional duties reasonably delegated by the Headteacher.

Financial management and fundraising

- Working with the school's external financial consultant to prepare for approval by the Headteacher and Governing Body the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets.
- 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.

- To effectively manage the school's finances including effective budget monitoring, timely payment of invoices, effective delegation of duties, monitoring of the bank accounts, monthly reconciliations and the completion of month-end procedures, quarterly returns, and year end returns.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SLT and Governing Body accordingly.
- To provide detailed financial management accounts for the Headteacher and Governing Body according to an agreed schedule, reporting immediately any exceptional problems.
- To ensure that the finance systems are compliant with the Schools Financial Value Standard (SFVS). To monitor all accounting systems and resolve any problems including the ordering, processing and payment for all goods and services provided to the school.
- Ensure school bank accounts are reconciled at least monthly, money is banked promptly, invoices are paid promptly, money owed is collected, and clear records are kept.
- To manage the school's payroll and HR service for all school staff.
- To 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.
- To comply with all financial reporting requirements and ensuring returns are made within LA deadlines. To liaise and advise the Headteacher and Governing body on financial implications to school development/projects.
- To develop a long-term financial strategy for the future development of the school.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of supplies and service, ensuring value for money.
- Apply for grants and investigate fundraising opportunities.
- Manage new contracts including tendering processes.
- Liaising with our DPO officer and ensuring GDPR compliance.
- Manage the school's lettings offer.

Human resources – support the Office Manager with the below

- Advise on HR issues within school and liaise with the external HR provider.
- To take overall responsibility for all HR matters where appropriate including recruitment, induction and attendance monitoring issues.
- To ensure that safeguarding procedures are followed during the recruitment process, Issue staff contracts of employment.
- To ensure the confidentiality of staff records both in paper form and on the database.
- To ensure the Single Central Record (SCR) is up to date and to manage the pupil and staff census process.
- Manage the school's payroll provision with the payroll provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Premises

- Supervise the premises team in the maintenance of the school site, reporting to the Headteacher.
- To arrange the cyclical maintenance of the school's premises, ensuring the school is compliant with the LA guidelines.
- To support the Headteacher in the implementation and management of major new projects including building projects.
- To line manage the Site Manager.

Health and safety

- To formulate monitor and implement the school's Health & Safety policy to comply with the requirements of Health & Safety at work and other legislation.
- 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.
- Create and monitor the effectiveness of relevant policies, keeping all under routine review.

- Organise health and safety training for staff.
- Ensure that internal Risk Assessments are updated annually.
- Ensure that all external Risk Assessments are carried out and required actions are dealt with where appropriate.

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 for the school.

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.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

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. This job description may be amended at any time in consultation with the postholder.



School Business Manager Person Specification

Qualifications

Essential

- Recognised management experience / business degree or related professional qualification

Desirable

- SBM specific qualification i.e. DSBM/ CSBM/ADSBM, level 4 diploma in school business management.

Experience

Essential

- Management of strategic financial plans, budgets, procurement, and financial reporting.
- Management of staff and teams.
- Management of HR, payroll, and Health & Safety.
- Experience of working effectively with a wide range of external partners or external groups.
- Significant and successful expertise across a range of finance activity including procurement, budget setting, monitoring, reporting, auditing; staff management, premises management; fund raising; marketing.

Desirable

- Management in a state-funded school, preferably as part of the Senior Leadership Team.
- Management of sites, premises, and fixed assets.
- Experience of working with the Governing Body of a school.
- Management of change and innovation.
- Line management experience.

Knowledge and skills

Essential

- Effective communication and interpersonal skills.
- Excellent attention to detail.
- Proficient user of a range of IT packages including Excel and Word.
- Ability to analyse, use and present data in a compelling and accessible manner.
- Delivery of value-for-money initiatives.
- Ability to strategically influence decision making.
- Strategic view on where savings can be made.
- An ability to interpret legislation and regulations.

Desirable

- Understanding of school management issues, including delivery of services and systems.
- Previous use of RM Finance and Arbor database.
- Demonstrate entrepreneurial drive, including fundraising and successful income generation.
- Expert knowledge of health and safety; security, IT procurement and management, Risk assessment, safeguarding, facilities management including legal compliance/ codes of practice.

Personal Capabilities

Essential

- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
- Professional at all times even when under pressure.
- Commitment to the aims, values and ethos of the school.
- Strong people management skills, and highly developed interpersonal skills.
- Strong organisational and planning skills.
- Willingness to constructively challenge the work of others and to continually improve own team performance.
- Ability to work under pressure, meet deadlines and take a proactive approach to work.