



## **English Martyrs Catholic Primary School**

### **Job Description: School Business Manager**

The SBM is a member of the Senior Leadership team and has line management responsibilities for the Site Controller, Office Manager, Wraparound Care Manager and Lunchtime Supervisor.

#### **General:**

- To lead and manage a cohesive team of ancillary staff (and their functions) in the school.
- To play a central role in the school's senior management team as and when required.
- To give strategic vision and leadership to all aspects of Budget, Finance and Premises.
- To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.

#### **Leadership and Strategy:**

- Attend meetings with members of SLT and middle leaders.
- Attend Governor meetings, preparing reports and documentation in advance.
- Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications, highlighting opportunities and risks.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring that best value for money is secured.
- Produce timely and fully costed proposals and ensure they are sustainable.
- Keep abreast of government policies, legislation and directives and develop effective strategies and policies to react to and work within these.
- Ensure effective risk management is embedded in the day to day running of the school.
- Research and analyse strategic choices and recommend to the Head and governors, those which are most likely to achieve the school's goals and objectives.
- Ensure effective liaison with other schools, local businesses and residents.
- Line management and Performance Management Reviews for direct line report. Set annual targets, carry out in-year reviews and make recommendation for incremental progression where appropriate.
- Lead on GDPR compliance within the school, supported by the externally appointed DPO.
- Involvement in the formulation of the schools Risk Register, managing appropriate areas to mitigate/limit risk, where possible.

**Human Resources:**

- Make arrangements for the recruitment of all teaching and support staff, including advertisements and interviews.
- To lead and manage all support staff in the school, including induction, appraisal and development, to create high-performing teams which understand their role and the contribution they make to the overall effectiveness and success of the school.
- To arrange clearance for all new staff (medical and safeguarding) parents and other volunteers (safeguarding). To follow Diocese procedures of clearance for Governors.
- To arrange the issuing of staff contracts by RBC Human Resources and to set up new employees on the RBC payroll system.
- Advise Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
- Provide leadership and guidance for non-teaching staff, including direct line management responsibility where appropriate.
- Carry out regular supervision of all non-teaching staff and arrange and report on staff development initiatives for them.
- Advise Head and Governors on employment law and on the policy needed to comply with legislation and the implementation of these policies in school.

**Finance:**

- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the senior leadership team (SLT) or other leadership group accordingly.
- Manage and monitor the school accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review.
- Prepare all financial returns for the Department for Education (DfE), local authority (LA) and other central and local government agencies within statutory deadlines.
- Maximise income generation within the ethos of the school. Ensure best value principals are adopted, for example, in extended schools' activities.
- Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- Secure bid-based competitive funds by effective use of bidding systems and contacts.
- Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- Purchase the school's energy supplies.
- Be familiar with the general terms of the Council's scheme of financial delegation.
- Prepare detailed budgets for expenditure delegated to the school in accordance with the scheme.
- Be responsible for the preparation and presentation of detailed budget and budget monitoring reports to the Finance Committee of the Governing Body, Senior Leadership Team and submission of such reports to outside agencies, e.g. RBC Education Finance and DfE.
- Analyse the financial impact of changing staffing structures, as required, advising the Headteacher on the best strategy, considering the schools financial position and SDP.

- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations. Ensure regular review of these procedures.
- Monitor the monthly expenditure and advise the Headteacher/Governors of possible under/overspending and options available for varying expenditure.
- Maintain up-to-date knowledge of funding formula, government issued grant funding, available LEA funding, and submit relevant funding applications as required, such as SEN Top Up Funding
- Compile and submit all finance related policies for Governor approval.
- Be responsible for letting the school premises to outside organisations and school staff and for the development of all school facilities for out-of-school use.
- Manage the issue of invoices and ensure settlement of accounts. Ensure the collection, banking and reconciliation of monies related to the delegated school budget.
- Manage procurement, utilising DfE Frameworks when beneficial to do so, evidencing best value and ensuring procurement regulations are adhered to.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Prepare and submit income and expenditure reports, bank reconciliation reports and cashflow spreadsheets to RBC Education Finance on a monthly basis.
- To manage LA and other contracts.
- Ensure that appropriate internal controls are in place; advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Be responsible for seeking professional advice on insurance (property and staff sickness), implement approved insurances and handle any claims which arise.
- Manage the school's asset register.
- Manage the school's private fund and Building Fund arrangements, ready for annual audit.

#### **Premises and Buildings:**

- To be responsible to the Head teacher and Governing Body for the maintenance and upkeep of the school buildings and grounds to ensure an attractive and vibrant environment for learning.
- To work with the Head teacher to ensure that the school conforms to current health and safety legislation.
- To manage the planning and implementation of new capital projects (on site when necessary), ensuring CDM regulations are adhered to.
- Produce the school's Asset Management Plan, in conjunction with the Headteacher, for approval by Governors.
- To ensure that the school identifies, assesses and manages risk in line with statutory requirements.
- To monitor the grounds maintenance contract for the school to ensure efficiency and value for money and prepare any tender documents for renewal or change of contract.
- Manage the school's delivery of extended schools' activities.
- Liaise with the Diocesan Department for Education as and when necessary.
- Manage the letting of the school premises.
- Oversee site security to ensure the maximum level of security consistent with the ethos of the school.
- Manage building emergencies at any time, with due consideration to health & safety of all persons present, and by making the necessary arrangements for repairs to be carried out and School to remain operational.

**Whole School Administration:**

- Oversee and manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- To be responsible for Filtering and Monitoring in school, in relation to staff and pupil internet access. To investigate alerts and follow through with appropriate response.
- Obtain the necessary licenses and permissions and ensure their relevance and timeliness.
- Advise the Headteacher and Governors on the need for admissions and appeals policy and develop a school admissions and appeals policy.
- Provide for the preparation and production of all school records and publications.
- Oversee the maintenance and security of pupil records including those for the assessment process.
- Ensure that the school complies with Safeguarding procedures including upkeep of the single central record.

**Marketing and liaison:**

- Promote the school to different audiences and raise the profile within the local community.
- Ensure effective liaison with other schools.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

**Other:**

- Contribute to the development and implementation of the overall ethos and aims of the school.
- Develop constructive relationships with colleagues and members of the local community.
- Participate in training and other learning activities and performance development as required.
- Level 3 H&S Responsibilities
- Enhanced DBS including Barred List check and 128 check.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_