



## Job Description for School Business Manager

Green Lane School is committed to creating a diverse workforce. We'll 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**

**Salary:** Grade 7

**Hours:** Full Time 37 Hours

**Contract type:** Permanent

**Reporting to:** Headteacher

### **Main purpose**

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, 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.

### **Principal Responsibilities**

- To support the Headteacher as a Personal Assistant
- Take minutes and document SLT meetings
- Monitoring of staff absence
- Single Central Register
- Clerk to Governors
- Line Management of the Office
- To administer the Payroll and HR functions
- Ensure all insurances are in place for the school.

### **Specific Responsibilities**

- To liaise with the Site Manager to oversee building, catering, cleaning, grounds and security and review other SLAs and contracts for services to the school.
- To liaise and oversee that the school premises are kept clean, meet health and safety requirements and that general maintenance is carried out on an ongoing basis and satisfactorily completed on time.
- To liaise with Site Manager to jointly ensure that Building, Grounds, Hygiene, Security, and Hospitality provide a trouble free and safe and healthy environment for students, staff and visitors at the School

- To manage, implement and develop appropriate administration systems, the telephones and photocopiers.
- To ensure there is adequate insurance cover for all school activities.
- Assist with the annual external auditors visit.

## **HR**

- Advise on HR issues within school and liaise with the external HR provider
- In conjunction with the school SLG, conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Carry out the annual workforce census.
- Enter details of new staff on SIMS
- Maintaining Personnel records.
- Process special leave requests entering on SIMS and monitoring. Inform payroll of any pay implications.
- Process and monitor information on staff absence levels and enter on SAM. Inform Payroll of any pay implications and any sickness absence.
- To line manage the office staff and carry out regular performance reviews and annual performance management.
- Assisting with the recruitment process by preparing job adverts, job descriptions and person specifications from standard formats prepared by Headteacher.
- Issue documentation to applicants and calling shortlisted applicants to interview
- Issuing standard contracts of employment to new staff.
- Process DBS applications for new staff
- Liaise with the Headteacher and Deputy Headteacher on staff sickness absence and enter into Staff Absence Insurance document as appropriate.
- Ensure completion of relevant paperwork to allow pre-employment checks to be made by the appropriate body such as General Teaching Council, DBS, and Occupational Health
- Ensuring all recruitment and employment documentation complies with current legislation and guidance

## **Payroll**

- Manage the school's payroll provision with the payroll provider
- First point on contact with the external payroll providers
- Collate payroll information from other internal staff/supply sheet and submit all relevant data for payroll purposes to the external payroll provider in a timely manner.
- Check payroll reports against expected and confirm with the external payroll providers any variances etc. before final authorisation.
- Deal with enquiries regarding individual employees' salaries.

## **Financial Management and Fundraising**

- Support the headteacher by contributing to budget updates with the Local Authority School Financial Officer to help ensure the budget is monitored and it is balanced, realistic, and represents an effective use of public funds
- Oversee the School Finance Officer to ensure compliance with financial reporting requirements and submitting statutory returns

- Oversee the schools Finance Officer in ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- In conjunction with the Headteacher and Site Manager manage the school's lettings offer
- Ensure the effective and efficient operation of the finance officer, delegating tasks to finance/office staff where appropriate.

### **SIMS Pupil Census and Workforce Census**

- Oversee School Census's and ensure completion.

### **Single Central Register**

- Maintenance of the Single Central Register.
  - Oversee and monitor on a daily basis, supply staff details
  - Enter, Monitor and maintain staff DBS information
- Provision of termly reports to be presented to The Safeguarding Team for sign off and presentation to appropriate governing body meeting in liaison with the Safeguarding Manager.

### **Health & Safety Responsibilities**

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- To use protective clothing or equipment as may be provided.
- To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly using the correct recording system.
- To cooperate with the Headteacher in the fulfilment of the objectives of the Authority's and the School's Health and Safety policies.
- With the Headteacher and Site Manager, assist with supervision of the maintenance of the school site

### **Compliance**

- In liaison with the DHT, AHT track all school policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the main school risk assessment 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.
- Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

### **Other Duties**

- To undertake any other duties that may fall within the remit of this post

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