



Grove Park Primary School

School Business Manager Job Description

Job Title:	School Business Manager
Responsible to:	Headteacher
Line Manager to:	Admin & Premises Team
Scale:	PO4 £46,041 - £49,083
Hours: full-time	Full-time hours to be worked in term-time plus approximately five days during school holidays - to be agreed with the headteacher.

Key Responsibilities

Leadership and Management:

1. To contribute to school life operationally and strategically as a member of the Senior Leadership Team.
2. To be responsible for strategic planning and evaluate the financial implications, ensuring that the school makes the best possible use of resources available.
3. To be responsible for all of the disciplines of Finance, Human Resources, Premises including Health & Safety, IT, GDPR, Contracts and other matters relevant to the running of the school.

Finance:

1. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
2. To implement the financial decisions of the Headteacher and Governing Board.
3. To lead the school's day-to-day financial processing (orders/invoices/payments/bank reconciliations etc).
4. Maintain the school's financial records accurately using its accounting software and storing financial paperwork in line with audit requirements.

5. To advise the Headteacher on financial decisions, preparing appraisals for projects and developing a long-term financial strategy for the future development of the school.
6. To ensure all financial policies are implemented operationally and strategically.
7. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Headteacher accordingly.
8. Monitor expenditure in relation to the school's budget in conjunction the Headteacher.
9. Pro-actively explore avenues of income generation to maximise income across the school through grants, lettings, fundraising etc.
10. To prepare all financial returns for the DFE and other central and local government agencies within statutory deadlines and in line with the school's and the LA's financial management systems.
11. To respond to any audit requests.

Human Resources Management:

1. To lead on all Human Resources matters in consultation with the LA e.g. disciplinary and absence management including monitoring absences in line with the relevant policies and undertake return to work interviews with staff.
2. To lead on the recruitment of all staff including the strategic overview of staffing structures to ensure they are meeting the needs of the school within the allocated budget.
3. To advise governors on the policies needed to comply with all employment legislation.
4. To maintain confidential staff records and to ensure that these records held in the school are kept confidential and secure and maintained according to current legislation and LA guidelines.
5. To provide guidance and support to administrative and site staff, including direct line management responsibilities e.g. performance management.
6. To ensure all safeguarding procedures are in place and adhered to, particularly in relation to the Single Central Register and recruitment.
7. Ensuring all HR processes and systems are legal, compliant with internal policies and best practice and are efficiently undertaken and processed.
8. Ensure the workforce census is completed accurately and within the timeframe stipulated.

Premises including Health & Safety:

1. To work with the Site Manager to prioritise premises actions in line with the 3-year premises plan and budget considerations.
2. Lead on Health & Safety ensuring that the Health & Safety policy is implemented and any audit actions are completed.
3. Lead the Governors termly Health & Safety Inspection.
4. To work with the Site Manager to ensure to ensure best value for money is achieved.
5. To manage the letting of the school premises, including the school flat, to outside organisations.

Organisation:

1. To work alongside the Headteacher on the organisation and monitoring of whole school systems/procedures/policies.
2. To monitor contracts and review as necessary to ensure they are value for money.
3. Meet regularly with external providers to ensure the service is meeting the needs of the school including but not limited to Caterers, Wraparound Care and After School Club providers, IT technicians etc.
4. Provide support to Governors, attending and contributing to meetings as appropriate.
5. To be the Data Protection Lead in school. Keeping appropriate records and being responsible for all record retention and archiving in accordance with data protection policies, LA and government guidelines.
6. To ensure effective communication and development of systems and procedures across support services.

Whole School Administration:

1. To lead the administrative function which includes admissions.
2. To have a good working knowledge of SIMS the school's management information system, and keep pupil and staff records up-to-date and accurate.
3. To submit accurate pupil and workforce census within the timeframe stipulated.
4. To provide for the preparation and production of the school newsletter.
5. To act as a bridge to facilitate closer working relationships between teaching and support staff
6. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.

7. To promote the school to different audiences, including the press, and raise its profile within the local community.
8. To have strategic oversight of the school website, to ensure that it is up to date and compliant against statutory guidance.

General:

To undertake duties as appropriate to the grade of the post as requested by the Headteacher to meet the needs of the school.



School Business Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> To be educated to degree level (or equivalent) Evidence of continuing professional development and keeping abreast with changes to legislation 	<ul style="list-style-type: none"> Diploma in School Business Management (DSBM) or a relevant professional qualification in financial management/HR at a minimum of Level 5
Experience	<ul style="list-style-type: none"> Experience of working effectively and project managing at a senior level either in education, business or a financial management environment with a track record of project management and delivering strategic goals Experience of managing and presenting large budgets, strategic financial planning and forecasting as well as managing financial monitoring systems Experience of successfully leading, managing and motivating a team, directing and co-ordinating the work of others 	<ul style="list-style-type: none"> Working as a HR practitioner Understanding of data protection laws Health & Safety processes or Premises Management Working with service level agreements To be able to use accounting software SIMS FMS6 Working in a school
Skills	<ul style="list-style-type: none"> Be able to strategically influence decision making within the school, quickly resolving complex issues through anticipating problems and recommending solutions Experience of negotiating and monitoring contracts in order to deliver best value at all times Be financially astute, showing attention to detail, accurate and able to demonstrate excellent finance and accounting skills Be able to generate income and drive opportunities for successful fundraising 	<ul style="list-style-type: none"> Have a working knowledge of SIMS, FMS or similar information and financial management packages Have a current working knowledge and understanding of relevant Health and Safety and risk assessment requirements as well as implementation of relevant policies, codes of practice, legislation and audit requirements
Other	<ul style="list-style-type: none"> Be a strategic thinker, use initiative, personal integrity and excellent written and oral communication and ICT skills Have well developed incisive analytical and problem solving skills, as well as exceptional time management, organisational, interpersonal and negotiation skills Be emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines Be able to represent the school on or off site and have an understanding of the importance of the school within the community 	