



Hackleton CEVA Primary School

'Inspiring learning for life...life in all its fullness'

Details of the job	
Job title:	School Business Manager
Grade / Range:	I
Reports to:	Headteacher
School:	Hackleton CEVA Primary School

Overall purpose of the post

The School Business Manager will be 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.

Key responsibilities

Financial Management

- To deal with all day-to-day financial matters, including correspondence, orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
- To maintain and reconcile all bank accounts ensuring that they do not overdraw.
- To manage all school fund and associated bank accounts ensuring audit carried out at year end.
- To prepare budgets within timetable for final approval.
- To monitor the school budget and provide accurate financial advice and reports to the Headteacher and Governing Body to support informed decision making.
- To ensure that the school complies with VAT legislation.
- Ensure the safe collection, reconciliation and banking of all cash transactions.
- Maintain fixed assets register
- Ensure appropriate insurance cover is in place for school property, buildings and personnel.



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- Maintain confidential records on employees' salaries in order to ensure that expenditure under this heading is controlled. Reconciling payments made by payroll provider to ensure accuracy.
- Ensure compliance with financial regulations, audit requirements, and the school's financial policies.
- Manage procurement processes, contracts, and supplier relationships in line with best value principles.
- Oversee income generation, including grants, fundraising, and lettings, to support the school's financial sustainability.
- Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations. Monitor quality of purchases. Seek out new suppliers.

Human Resources

- Manage the school's payroll provision with the payroll provider.
- Advise on HR issues within the school and liaise with the external HR provider.
- Maintain confidential staff records.

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.

Premises and Health and Safety Management

- Manage the maintenance, repair, and development of the school site, buildings, and facilities, seeking out new suppliers and ensuring contractors meet the required standards.
- Promote and establish arrangements for use of school premises for school and non-school activities. Develop mutually beneficial links between the school and the wider community.
- Ensure compliance with all statutory and health and safety obligations, including the management of risk assessments and maintenance records.
- Organise health and safety training for staff.
- Oversee the work of contractors and service providers, ensuring quality and value for money.



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- Support the Headteacher in planning for premises improvements and capital projects.

Administration and Systems

- Ensure compliance with data protection legislation and the secure management of information.
- Support the production and maintenance of school policies, reports, and returns as required by the local authority and DfE.
- Liaise with our external IT provider on all aspects of our IT systems and infrastructure.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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