

The Bourne Partnership

Hadlow and Shipbourne Primary Schools



Job description: school business manager

The Bourne Partnership 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

Salary: KR8/9

Hours: 20 hours a week (term-time only)

Contract type: Part time. Permanent with 6 months' probationary period.

Reporting to: Headteachers

Responsible for: Office and administration staff

Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of the schools in our Partnership, including financial management, health and safety, IT, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the schools 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

- › Be responsible for line-managing administration support staff, including carrying out long-term resource planning and managing recruitment and professional development
- › Under the direction of the Headteachers, lead on all financial matters, to ensure the schools' successful financial performance and to ensure financial decisions are clearly linked to the schools' strategic goals
- › Implement school-wide changes and allocate resources in line with the school and partnership improvement plans, putting policies and procedures in place and communicating them to staff
- › When making decisions, do so in line with the vision and values of the schools, and best value principle, ensuring others do the same
- › Implement 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 schools' business processes, teaching and learning, and staff wellbeing

- › Where required, attend leadership team meetings and report to governors

Financial management and fundraising

- › In partnership with the Headteachers, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- › Submit the budget to the governing board
- › Monitor the budget all year round, advising the Headteachers where revisions or changes are needed, ensuring payments are processed in line with the finance policy
- › 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
- › Comply with financial spending and reporting requirements and submit statutory returns
- › Ensure that additional grants and funding are spent in keeping with planned targets and statutory government expectations
- › Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- › Develop and implement the schools' fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- › Find and apply for grants
- › Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- › Manage school lettings
- › Ensure the effective and efficient operation of the admin department, delegating tasks to staff where appropriate

Human resources

- › Manage the school's payroll provision with the payroll provider
- › Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- › Advise on HR issues within school and liaise with the external HR provider
- › Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and safety

- › With the Headteachers and premises team, supervise the maintenance of the school site
- › Manage the schools' compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- › Organise health and safety training for staff

Compliance

- › Manage the schools' 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 and published accordingly on the schools' websites
- › Monitor and update the financial risk and asset registers

Administration

- › Keep records in accordance with the schools' record retention schedule and data protection law, ensuring information security and confidentiality at all times
- › Provide administrative support for the Headteachers 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. 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. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteachers.

Person specification: school business manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE pass at C or above in English and Maths • Level 4 Diploma or above in School Business Management or equivalent
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a relevant field ➤ Involvement in (school) self-evaluation, improvement planning and project management ➤ Line management and planning professional development ➤ Recruitment, procurement and HR management or co-ordination ➤ School premises management ➤ Working in administration management ➤ Developing ICT provision ➤ Working with children and/or young people ➤ Budget management and accounting techniques ➤ Working with management information systems, database and spreadsheet applications (knowledge of SIMS/FMS desirable)
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Effective communication and interpersonal skills ➤ Understanding of data protection and confidentiality ➤ Empathy and confidence to develop and maintain excellent working relationships with a wide range of people including teaching staff, governors, parents and pupils, contractors and other external contacts, ensuring sensitivity and objectivity and handling confidential information with discretion ➤ Confidence to analyse data and information to monitor and support activities to promote solutions ➤ Ability to negotiate and facilitate best outcomes in order to manage school facilities and contract
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils, taking a full role in the life of the schools ➤ Acting with integrity, commitment honesty, loyalty and fairness, in order to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively, remaining resilient and able to meet the demands of a high-pressured environment, dealing with challenges and change when required ➤ Commitment to safeguarding, equality and maintaining confidentiality at all times ➤ Confident to manage difficult situations with sensitivity and discretion ➤ Excellent interpersonal skills ➤ Diplomatic and resourceful ➤ Analytical, thorough, methodical and accurate ➤ High expectations of self and others

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

Last review date: 10th November 2024

Next review date: April 2024

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: