**HAZELWOOD SCHOOLS**

**JOB DESCRIPTION**

**Post title:** School Business Manager

**Salary:** SM2

**Line Manager:** Headteacher

### Main Purpose

* To give strategic leadership and vision on all aspects of Budget, Finance, Personnel, Health and Safety and Premises. The SBM is the school’s leading support staff professional, playing a full and active part in the Senior Leadership Team, assisting the Headteacher in their duties to ensure that the school meets its educational aims;
* To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the schools’ vision, values and development priorities;
* To be responsible for providing professional leadership and management of administration, premises and welfare staff to enhance their effectiveness in order to achieve effective and efficient standards;
* To provide an appropriate range of administrative services to meet the needs of the schools, including the day to day organisation and deployment of non-class-based support staff within the schools.

### Responsibilities and Duties

**Leadership and Strategy**

* To assist the Headteacher and Governors in the planning and development of policies and procedures to ensure effective and efficient implementation;
* To attend Senior Leadership meetings, as required, to consider financial implications of strategic decision making;
* To plan and manage change in line with the School Improvement Plan;
* To lead and manage administrative, premises, grounds and welfare staff including assisting in the implementation of recruitment, induction, appraisal, training and mentoring systems for these staff;
* Provide leadership and guidance for support staff, including direct line management responsibility for non-class-based support staff (Admin, Welfare, Premises, FIPC);
* Under the direction of the Headteacher, lead on all financial matters in school, to ensure the Schools’ successful financial performance and to ensure financial decisions are clearly linked to the Schools’ strategic goals;
* To attend Governors’ Finance and Resources committee meetings to provide information as required to include annual budget statement, quarterly returns, financial summary, School’s Financial Value Standard, Premises plan and Health and Safety report;
* Have strategic oversight of the Single Central Register, regularly reviewing changes and reporting them to the Headteacher.

**Human Resources and Related Duties**

* Oversee all staff contracts and co-ordinate the administration of staff recruitment for teaching and non-teaching staff, including compiling adverts and arranging interviews as directed;
* Organise the deployment of staff and allocation of duties to administrative, site and welfare staff. Organise relief cover for absences and additional support, as and when required;
* To assist the Headteacher in absence management, capability and disciplinary procedures for all staff;
* Identify any changing resource requirements, relating to staff and/or office systems/equipment, and make recommendations to the Headteacher;
* Supervise and/or oversee, the employment related issues for all teaching and non-teaching staff;
* Process all employment documentation for new appointments, changes and leavers for teaching and non-teaching staff and issue for LA implementation;
* Manage payroll, checking monthly payroll reports and liaise with LA where any discrepancies occur;
* Support the Headteacher to conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency;
* To have shared responsibility for the health and safety of staff and pupils across the school sites. Have detailed knowledge about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of the school premises and facilities;
* Ensure safe evacuation of school office staff and the monitoring of all such staff in the event of an emergency.

### Financial Resources Management

* Prepare annual estimates of income and expenditure for the new financial year and, on behalf of the Headteacher and Governors, manage and monitor the Schools’ finances;
* Manage the Schools’ budget using the schools’ accounting procedures and resolve any problems that arise;
* Monitor the Schools’ accounting function, ensuring efficient operation according to agreed procedures and maintain those procedures;
* Actively monitor and control financial performance to achieve value for money;
* Oversee the regular preparation of management accounts and report on the financial state of the schools for Governors and budget holders;
* Ensure compliance with the Financial Management Standard in the Schools;
* Complete the annual Salary Assessments for Teaching Staff;
* Prepare and supply information and statistics for Governors’ meetings including subcommittees, Senior Leadership Team, LA and the DfE;
* Ensure, in liaison with the Site Manager, an inventory of all school items is maintained and that all items are securely stored and all repair/maintenance is completed;
* Process all financial returns (including VAT) as required by the LA, dealing with discrepancies arising from these returns;
* Manage the Schools’ business cards, recording expenditure and balancing each month to the statements received from the bank. All anomalies to be identified and rectified, ensuring clear notes are kept for audit purposes;
* Ensure that procedures for ordering, stock control and invoice certification are in place and adhered to;
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
* Manage school generated funding including Nursery, Lunch, Wrap Club and Lettings ensuring that debts are minimal and parents are aware of expectations, dates and deadlines;
* Ensure all audit requirements are met and maintain records for auditors to inspect, ensuring filing is completed and is easily retrievable;
* Ensure that the maintenance of all accounts, including advance account, private accounts, FIPC bank account, comply with LA and statutory procedures. Prepare reports and balance sheets for audit purposes;
* Liaise with the Early Years lead regarding pupil numbers to ensure all places are filled at all times to ensure maximum funding. Advise the Early Years Lead when problems arise regarding pupil numbers;
* Secure funds to which the schools are entitled; act as point of contact with central and other agencies with regards to grant application and other donations.

**Administration, Management Information Systems and Related Duties**

* Manage, with the assistance of the Office Manager, the efficient and effective running of the school office as the main point of contact for the whole school community and the centre of administration;
* Review and improve administrative functions as required;
* Undertake project or research work as required and to develop or implement appropriate administrative systems and procedures;
* Compile records and statistics on pupil admissions and transfers, pupil census and staff workforce census form, requirements for return to the LA;
* Ensure the completion of monthly staff returns and undertake all administrative functions associated with self-certification, medical certificates and staff absences;
* Ensure compliance with data protection rules and become up to date with new regulations. Keep all files on GDPR up to date and to attend regular meetings with Local Authority’s GDPR compliance rep;
* Ensure the schools’ computerised systems are current with Government expectations, including oversight of a networked computer system across the site;
* Be responsible for helping to make decisions regarding upgrading and renewing of the computer systems and reprographic equipment and relevant management and admin software;
* Be the point of contact for the ITR technicians and manage the work of any technical support staff;
* Manage, develop and maintain administrative and financial computer network systems and procedures as required; to make recommendations to the Headteacher covering perceived problems and possible future developments;
* Use the management information system to input data relating to any of the duties referred to elsewhere in this document; to monitor the information and to analyse it as necessary to keep the Headteacher aware of changes, trends etc.;
* Demonstrate to all staff, as required, the user capability of the management information system;
* Ensure that new administrative staff are trained in the office systems and procedures including computer system(s) either by in-house training or by others;
* Act as contact for the DfE and be responsible for the records and returns required e.g. School Census and Workforce Census.

**Forest Independent Primary Collegiate (FIPC)**

*Hazelwood Schools is the legal entity for the FIPC, and provides the management accounting for the organisation. Specific responsibilities that fall under the SBM remit will be:*

* To manage the finance and human resources of the FIPC, including payroll of staff and payment of tutors;
* Provide financial monitoring of the FIPC including the preparation of the budget, quarterly monitoring and year end/outturn reports;
* Participate in the recruitment, selection, induction and administration of FIPC staff, including DBS and vetting checks;
* Provide financial advice to the Director of the FIPC, including that related to financial management and employment related issues;
* Prepare monthly income and expenditure reconciliation, quarterly forecasts and end of year budgets;
* Place orders as appropriate;
* Monitor the FIPC bank account, reporting on any financial concerns to the Director of the FIPC and Headteacher of Hazelwood Schools;
* Manage the work of any technical support staff working for the FIPC.

**Premises**

* Work with the Site Manager to develop and maintain a premises plan including decoration, refurbishment projects and future developments;
* Ensure continuing availability of utilities and site services;
* Manage the financial implications of the site plan and report to the Resources committee of Governors;
* Monitor the servicing with site team and ensure all servicing is completed within timescales as agreed with school’s contractor for servicing;
* Report to the Headteacher on premises matters and make recommendations as advised by site staff or servicing contractor;
* Be responsible for lettings, liaising with the hirer, ensuring all forms are completed correctly, risk assessments are completed and correct documents are collected from the hirer, such as insurance, DBS checks etc.;
* Ensure adequate insurance cover of premises whilst maintaining value for money;
* Liaise with the gardener and cleaning company to maintain the upkeep of the building and outdoor areas.

### General Areas of Responsibility

* To comply with and assist in the development of policies and procedures relating to the role such as pay policy, lettings policy, staffing procedures and data protection maintaining confidentiality and reporting any concerns to the appropriate person;
* To be aware of and maintain equal opportunities for all;
* To contribute to the overall ethos and aims of the Schools;
* Support the wider aspects of school life including events and special occasions;
* To establish constructive relationships with other agencies, professionals and all stakeholders and to promote a good image of the Schools;
* To attend and participate in meetings as required;
* To attend training and development as required to maintain a high quality of performance;
* To be committed to safeguarding and promoting the welfare of children.

Please note that this 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 for the benefit of the schools.

#### The post holder shall ensure that the duties of the post are undertaken with due regard to the schools’ Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

This job description will be reviewed as part of your annual appraisal.

*This authority and school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*.