



SCHOOL BUSINESS MANAGER



Job Description - School Business Manager

Responsible to: Executive Headteacher

Responsible for

- Business and financial management (not accountant role),
- Managing cleaning/premises, caretaking and administrative staff
- Contract reviews, management and procurement
- HR management and Payroll reviews
- Oversee and update the school's MIS for staff and children
- Oversee the school's admissions process
- Managing premises, including health and safety
- Marketing and maintenance of school's website
- Initiating and managing fundraising

Purpose

- To contribute to the planning, development, management, operation and delivery of the support function within the school
- To be responsible for business and financial management of school resources including budget/financial planning and maintaining the school's asset register
- Develop policies for school support function, such as health and safety, finance, lettings
- May attend senior leadership team as required (and occasionally take minutes)
- To maintain and enhance the school's Christian ethos

Key Accountabilities

- Manage the school's support function through planning, developing, designing and monitoring support systems and procedures which include finance, HR, admin, IT and facilities management
- Plan, develop, organise and manage systems and procedures ensuring compliance with all statutory and procedural requirements, including the school's Management Information System (MIS)
- Provide operational day to day support and advice to senior staff, the governing body and others, including presenting them with options to consider
- Undertake analysis and interpretation of data and produce detailed reports and complex information as pertaining to the role
- Responsible for the completion and submission of forms and returns, including those to outside agencies as relevant to the role
- Produce and respond to correspondence for self and others as pertaining to the role
- Manage the school's financial processes and budgets, including lettings
- Line management, including recruitment, induction, performance management, training and mentoring systems for the relevant support staff

- Operate school information management system.
- Manage the procurement process, including securing appropriate service contracts, licences and insurance
- Assist with marketing and promotion of the school, including maintaining the website
- Planning, implementation and promotion of the school including income generation activities
- Management of facilities, including premises, lettings and liaising with external contractors
- Responsible for review and liaising on the effective operation of payroll system
- To act as health and safety manager for the school, including maintenance and implementation of the relevant audits and developing or reviewing relevant policies
- Planning, organising and controlling
- Manage the school's support function through planning, developing, designing and monitoring support systems and procedures which will include finance, HR or facilities management, admin and IT, where relevant to the role
- Manage the procurement process, including securing appropriate service contracts, licences and insurance
- Oversee the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, Governing Body and outside agencies, such as information to assess school performance, relevant to the role
- Assist in the development of training programmes/learning opportunities and mentoring of relevant support staff
- Develop and implements operational plans relevant to school's support function
- Line management of school support staff including premises/cleaning, catering and administrative tasks (where these are not outsourced)
- Plan and implement change within own teams
- Management of facilities, including premises, lettings and liaising with external contractors
- Liaison and taking action in consultation with the school's DPO
- To attend all meetings of the Finance and Premises Committee and prepare papers for these meetings, relevant to your role

Communicating and Influencing

- Use of understanding, influencing, empathising and communication skills with a range of people to achieve job objectives and maintain the school's Christian ethos
- Select and successfully apply different methods of communicating with colleagues and stakeholders on matters pertaining to the role
- Influence and / or persuade others to take a course of action using factual knowledge or information
- Manage others using diplomacy, sensitivity and empathy
- Provide advice, guidance and support on a range of detailed and complex queries and enquiries from internal and external service users and members of the public on matters pertaining to the role
- Build and maintain effective working relationships with colleague to ensure the appropriate level of service is provided
- Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
- Provide advice to senior leadership team, governing body and external agencies
- Contribute to effective recruitment and selection processes in line with requirements of legislation, regulations, professional and occupational standards, frameworks and codes of practice

Initiative and innovation

- Work within school policies, procedures, internal and external guidelines and statutory requirements, including those pertaining to the school's Christian ethos
- Use analytical skills for business and finance planning, including interpretation of budget planning, development of administrative and financial procedures.
- Make independent decisions in relation to the development and operational delivery of a range of support services in the school such as finance, HR or facilities management
- Develop and implement operational plans relevant to school support function and contributes to new school service improvements
- Monitor and contribute to business processes, ensuring effective delivery of essential school requirements/support functions
- Provide administrative support that enables organisational change/expansion
- Liaise with the Local Authority and Governors, in overseeing the admissions processes to school.

Budget Responsibility and Financial Management

- Manage budgets in line with school policy and financial regulations
- Undertake or support with setting the school's budget with the Executive Headteacher
- Responsibility for the basic day to day financial affairs of the school, to support the work of the school finance officer.
- Ensure that adequate purchasing & payment systems and procedures are in place and implemented (e.g. stock – invoice agreement)
- Ensure that payment systems and procedures are reviewed/ put in place and implemented
- Collection and reconciliation of school fund and ParentPay
- Review of school contracts, licences and insurance to secure value for money
- Keep an up to date asset register in line with audit requirements and school policy

Staff Accountability

- Line manage administration, cleaning/caretaking and catering staff (if these are employed by the school) and ensure their effective development and performance.
- Arrange appropriate appraisal and professional development and training for cleaning/premises, catering and administrative staff (if these are employed by the school).
- Personnel Management of all Staff
- Liaise with payroll and personnel providers to provide advice on personnel matters.
- Support with the recruitment process, especially in matters pertaining to personnel and Advertising
- Deal with HR and Payroll questions and queries from staff
- Safeguarding and pupil welfare
- Administer DBS and other statutory pre-employment checks.
- Work with other staff to ensure the safety and wellbeing of all children in the school.
- Maintain the school's Single Central Register.
- Comply with all safeguarding requirements and policies and undertake training as required.

Work environment

- Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in

Person Specification - School Business Manager

| Specification | Essential | Desirable |
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| Qualifications and Experience | | |
| To hold a Certificate of School Business Management (CSBM) or show commitment to obtaining this or have the equivalent level of knowledge and experience | X | |
| Working at or towards national occupational standards (NOS) in business and administration and knowledge/skills equivalent to current national qualification level 4 | X | |
| Having or willing to work towards Diploma of School Business Management | X | |
| Having or is willing to secure specialist knowledge and extensive experience in business and administration management | X | |
| Recent management experience relevant to the role | X | |
| Experience of working in an education environment | | X |
| Experience of basic budget management, including payments systems and procedures around placing orders. | X | |
| Experience or training in fulfilling Finance Assistant role alongside, under supervision of an accountant. | | X |
| Experience of contract reviews and procurement | X | |
| Experience of supporting, appraising and developing other office staff for various teams | | X |
| Experience of supporting, appraising and developing premises staff. | | X |
| Experience of website management, compliance and marketing | X | |
| Experience of managing premises, including elements of health and safety | X | |
| Experience of managing lettings | | X |
| Experience of planning and organising fundraising events | X | |
| Experience of undertaking basic HR functions, including DBS and other pre-employments checks, contracts and payroll. | X | |
| Knowledge and Understanding | | |
| Good working knowledge of Microsoft programmes, including Excel, Word, Publisher, PowerPoint etc | X | |
| Ability to take notes, minutes, prepare reports and draft correspondence | X | |
| Experience and knowledge of policy review processes and formulating policies | X | |
| Understanding of Health and Safety requirements, systems and procedures and the ability to maintain these accurately and in timely fashion | X | |
| Demonstrate the ability to relate well to children and adults | X | |
| Work constructively as part of a team and in leading teams, and possess an understanding of school roles and responsibilities | X | |
| Demonstrate the ability to evaluate own learning needs and actively seek learning opportunities for own and other office staff's development | X | |

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| Demonstrate the ability to work flexibly and imaginatively often on your own | X | |
| Excellent knowledge of effective financial management requirements and procedures. | X | |
| A working knowledge of HR procedures and functions, including the review of payroll reports. | X | |
| Good knowledge of relevant statutory regulations, codes of practice and government policies, such as OSFTED, safeguarding, health and safety, data protection | X | |
| Good knowledge (including training) of Health and Safety, especially as far as buildings and premises are concerned | X | |
| An understanding of the requirements of keeping an asset register and the ability to maintain these effectively | X | |
| An understanding of the role of a data controller and the ability to ensure that the school remains compliant | X | |
| An excellent understanding of Safeguarding and Single Central Register Requirements. | X | |
| Personal and Professional Skills and Attributes | | |
| Proven track record of excellent administrative practice which enhanced the effectiveness of an organisation | X | |
| Ability to use initiative and work with minimal supervision | X | |
| Ability to guide, support, advise and motivate other members of staff | X | |
| Commitment to continuing professional development, including obtaining the stated SBM qualifications and training | X | |
| Ability and desire to preserve and enhance the school's Christian ethos and promote this in your role | X | |
| The ability to work to deadlines and work effectively under pressure | X | |
| Committed to the safeguarding and welfare of children | X | |
| Commitment to equal opportunities | X | |
| The ability to maintain the support function of an organisation effectively | X | |
| Commitment to and knowledge of CPD which will develop you in the role, as well as developing the role to the benefit of the organisation | X | |
| Good knowledge of schools and governing bodies of schools | | X |
| Personal Qualities | | |
| Willingness to share expertise, skills and knowledge | X | |
| Good communication and presentation skills both orally and in writing | X | |
| A friendly and approachable person with good interpersonal skills | X | |
| Willingness to address challenging issues with clarity of purpose and diplomacy | X | |
| An honest and reliable person with strong work ethic | X | |
| *A practising Christian | | X |
| A good sense of humour | X | |
| Safety and Safeguarding | | |
| Use of initiative in maintaining the health, safety, protection and well-being of pupils throughout the mentoring process | X | |
| Will be required to undertake an enhanced DBS check | X | |

**We define 'practising Christian' as someone who is a faithful and regular worshipper at a church which is a full or associate member of Churches Together in Britain and Ireland or a member of*

the Evangelical Alliance and 'faithful and regular worshipper' as someone who is attending at least twice a month at a service of worship.