

Job outline: School Business Manager (SBM)

Salary: M2, M3 or M4 (SCP 37 – 46), £40,876 - £49,866 (grade and salary offered will be subject to experience).

Contract type: Negotiable for the successful candidate. Either full time at 37 hours per week x 52 weeks pa., or term time only (37 hours pw) plus inset & two weeks. Annual leave to be taken during school holidays. Probationary period of six months.

Reporting to: Headteacher

Responsible for: 1 x Finance Manager, 3 Administration Staff, 2 x Site Team

The SBM will manage the strategy and operation of the business functions; including finance, procurement, health & safety, human resources, infrastructure and leading support services. They will advise on and implement the day to day support that enables the school to operate efficiently and effectively to allow the other members of the senior leadership team to focus on teaching and learning

The SBM will also have Chief Finance Office and Company Secretary responsibilities for the single academy trust and will therefore demonstrate a strong understanding of the associated requirements within the Academy Trust Handbook (ATH).

Candidates should refer to ISBL Professional Standards Tier 4. The following list is an indicative guide to the requirements of the role and the applicant will also undertake any duties consistent with this position which might, from time to time, be assigned by the Headteacher or Governing Board:

Finance

- Submission of financial returns including;
Land and Buildings Collection Tool (LBCT)
Financial Statements and schedules
Internal scrutiny/audit programme
Accounts return (AR)
Budget Forecast Return 3-year (BFR3Y)
School resource management self-assessment tool (SRMSAT)
- To ensure the school is compliant with ATH
- In conjunction with Chair of Finance/Personnel & Audit/Risk governing board committee – prepare the agenda for meetings and attend and present agenda items at meetings
- Attend full Governing Board meetings to present financial and audit items in particular, and advise on other matters as appropriate to the role
- Prepare and submit grant funding bids (in conjunction with other professionals as required), including annual Condition Improvement Fund (CIF) applications.
- Prepare financial appraisals for new projects

- Ensure financial policies are in place, adhered to, and reviewed
- Budget planning with Headteacher & Finance Manager
- Ensure the monthly management accounts produced are accurate
- Provide financial forecasting and advice to Headteacher and Governors, together with Benchmarking and VMFI reviews
- Ensure process controls are robust, to eliminate the risk of financial loss

Procurement

- Have an effective procurement strategy in place to obtain best VfM
- Lead the contract award process, including maintenance of contracts register
- Be a catalyst for driving out efficiencies across the school

Infrastructure

- Ensure the facilities and services necessary for the school to function are maintained.
- Utilising the Condition Survey and Asset Management Plan, manage a plan for delivery.
- Direct and oversee site projects
- Ensure clear health & safety records are always available relating to statutory requirements
- Manage the security of the school site and buildings
- Review the school insurance requirements as necessary
- Manage school ICT rolling 5 year plan - costed and budgeted
- Ensure reprographics and telephone systems are fit for purpose/future

HR

- Ensure the processes for recruiting staff to meet the legal, HR recommended and KCSiE safer recruiting requirements are met.
- Ensure staff involved in recruitment are appropriately trained in 'safer recruitment'
- Oversee all staff contracts
- Ensure school has up to date employment policies
- Oversee the Single Central Record
- Support and provide guidance to SLT for HR processes
- Manage the annual process for all staff increments

Marketing

- Manage a marketing and communications strategy to retain a full school.

Leading support services

- Lead an effective and cohesive operations team of finance, administration and site staff
- Assist the Full Governing Board Clerk (HFL) by ensuring all statutory and regulatory requirements are included on agenda's and recorded in the minutes
- Maintain GovernorHub to ensure minutes and documents are available for Governors and Auditors
- Maintain a risk register for the school
- Lead on GDPR systems and policies
- Evidence a commitment to promoting the welfare and safeguarding of children
- To stay current and understand the effects and implications of government policy relating to education. Include changes as may be necessary in this respect for future planning