



Joseph Hood Primary School

School Business Manager

Job Description and

Person

Specification

Job Title:	School Business Manager
Grade	ME13 Pt 34-37 depending on experience 35 hours per week. 42 week contract
Work Location:	School Based
Salary Range:	£45,021 - £48, 060 pro rata
Reports To:	Head of School and Executive Headteacher
Leads:	2 x Administration Assistants, 1 Finance Assistant, Site Manager, Liaises with all contracted services

Job Purpose

- The School Business Manager is the school's leading support staff professional and works to assist the Head of School and Executive Headteacher in their duty to ensure that the school meets its educational aims.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school.
- The School Business Manager is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, compliance and administration.
- The School Business Manager will advise and implement day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning

General Duties and responsibilities

Leadership and strategy

- Under the direction of the Executive Headteacher or Head of School, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to 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 school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend leadership team meetings as required
- Attend governors finance meetings and report to governors where appropriate

Financial management and fundraising

- In partnership with the Head of School/Executive Headteacher, 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 Head of School/Executive Headteacher where revisions or changes are needed
- Use the agreed budget to actively monitor and control performance to achieve value for money and advise the Headteacher/Finance Sub Committee of possible under/over spending whilst providing options for varying expenditure.
- Ensure all expenditure is correctly coded to maximise use of all budgets and grants and provide ongoing budgetary information to relevant people.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head of School/Executive Headteacher to make strategic, long-term decisions

- Advise the Head of School/Executive Headteacher and Governors if fraudulent activities are suspected or uncovered
- Comply with financial reporting requirements and submit statutory returns
- 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 school's 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 the school's lettings offer
- Ensure the effective and efficient operation of the finance function, delegating tasks to finance/office staff where appropriate
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School. Implementing the approved insurances and handling any claims that arise.

Human resources

- Manage the school's payroll provision with the payroll provider
- With the Head of School and Executive Headteacher 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
- To manage and process all staff absences.

Health and safety

- With the Head of School/Executive Headteacher and site manager, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- With the Head of School/Executive Headteacher, organise health and safety training for staff

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

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Head of School/Executive Headteacher and governing body
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Manage the 30 hours Nursery provision documentation and linked funding

The School Business Manager will be expected to perform other, reasonable, appropriate tasks to meet the outlined purpose of the role.

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.

School Business Manager Person specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Recognised management/business degree, NVQ L4 or equivalent related professional qualification • Evidence of Continuing Professional development 	<ul style="list-style-type: none"> • School Business Manager specific qualification, i.e.DSBM, CSBM, ADSBM or Msc School Business Management
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education-experienced SBM or senior business finance experience e.g. qualified accountant/finance director • Line management experience; Managing teams • Managing strategic financial plans • Managing budgets, financial reporting, procurement and fixed assets • Managing HR • Managing H & S • Several years' experience working in an office environment at senior level • Contributing to staff development • Working with children or young people 	<ul style="list-style-type: none"> • Involvement in school self-evaluation and improvement planning • Managing change projects

Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of SIMS or other similar School MIS systems • Effective communication and interpersonal skills • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality • Able to deliver services and systems applicable for effective school management • Able to deliver value for money initiatives • Ability to offer administration support to the SLT • Able to understand national & regional educational services and deliver appropriate strategies • Able to lead teams and individuals • Able to strategically influence decision making within the school • Excellent numeracy/literacy/IT skills-particularly using Excel • Ability to relate well to children and adults 	<ul style="list-style-type: none"> • Ability to persuade, motivate, negotiate and influence • Ability to communicate a vision and inspire others
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Personal Skills	<ul style="list-style-type: none"> • Able to work as part of a team • Highly developed interpersonal skills • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Ability to work under pressure and meet deadlines. • Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff. • Seek advice and support when necessary • Deal sensitively with people and resolve disagreements/conflicts 	
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