

LICKEY HILLS SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Post: School Business Manager

Responsible to: Headteacher

Job Purpose

- The School Business Manager is the school's leading support staff professional and works alongside the Senior Leadership Team to assist the Headteacher in his duty to ensure that the school meets educational aims. (NB: Support staff includes admin/office/site staff - does not include Teaching Assistants or Lunch Time Supervisors.)
- The School Business Manager is responsible for providing professional leadership and management of school staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. Leadership and Management areas identified below are managed/overseen by the SBM who will delegate day to day duties accordingly.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school learning objectives
- The School Business Manager is responsible for the Financial Resource Management/ Administration Management/Management Information and SIMs/Human Resources Management/Facility and Property Management/Health and Safety Management of the School

Finance

- Ensure the school receives full funding from all available sources
- Prepare the annual estimates of income and expenditure for approval by the Headteacher and Governors, agreement of budgets and monitor against accounts
- Prepare regular management accounts for budget holders and report on the financial state of the school to the governors, highlighting immediately any exceptional problems
- Manage cash flow and liaise with the Headteacher accordingly
- Update the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency
- Analyse, check and distribute the CFR to the Headteacher and Governors
- Manage the school accounting function effectively to agreed procedures, including conducting at least an annual review and ensuring compliance with SFVS
- Order, process and arrange payment for all goods and services provided to the school
- Operate all bank accounts, ensuring that a full reconciliation is undertaken at least monthly
- Be a signatory and key contact for bank accounts

Procurement

- Negotiate, manage and monitor contracts, tenders and agreements for the provision of works and support services or delegate accordingly
- Look for cost saving opportunities from sharing services and resources with other schools or businesses
- Purchase, either directly or indirectly, the school's energy supplies.

- Seek professional advice on insurances for the school and obtain best value
- Implement the approved insurances, and handle any claims that arise

Strategic leadership and management

- Attend Senior Leadership Team and Finance Governors' meetings.
- Negotiate and influence strategic decision making with the school's Senior Leadership Team.
- In the absence of the headteacher, take delegation responsibility for Financial and other decision.
- Plan and manage administrative change in accordance with the school development plan.
- Lead and manage admin and site staff

Risk management

- Produce a risk register and disaster recovery plan and take appropriate action where weaknesses are identified. Ensure adequate insurance cover
- Implement risk management and loss prevention strategies to reduce insurance costs
- Produce an annual SIC for approval by the Governors
- Manage all aspects of school business management in a sustainable and eco-friendly manner
- Keep an inventory of all items over £100 and smaller value items which are desirable and / or portable
- Keep a staff record of Declarations of Interest

Human Resources

- Liaise with the LA to issue new and amended contracts for any staff changes notified by the Headteacher
- Seek and make use of specialist expertise in relation to HR issues
- Reconcile payroll for all school staff, including operation of the various pension schemes and other deductions in which the school participates and ensure P11Ds are filed with HMRC for any reimbursed expenses or taxable benefits
- Work with the LA to ensure the payroll is processed on a timely basis, end of year annual return form P35 and P60s are processed and filed with HMRC
- Ensure DBS checks are carried out for all staff, voluntary helpers, external agencies and Governors as necessary and the single central record is updated
- Ensure HR Policy is kept up to date
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential

School Administration Management

- Manage the whole school administrative function and lead admin/site staff
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school administration to form complete systems
- Define responsibilities, information and support for admin staff and other stakeholders
- Establish and use effective methods to review and improve administrative systems
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources

- Obtain all necessary licences eg copyright, data protection
- Act as the DPO for the school in all relevant areas of GDPR

Facility and Property Management

- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Delegate day to day Facility and Property Management to the Site Manager, in accordance with his job description

Marketing and Liaison

- Promote the school to different audiences and raise the profile within the local community
- Ensure effective liaison with other schools regarding school business management, especially with our Academy responsibility of sharing best practices
- Ensure effective liaison with all interested parties and agencies involved in delivering successful extended school services along with the individual managers responsible for those areas
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects