

Job Description – School Business Manager

- Grade:** I points 22-26
- Salary:** £33,699 - £37,280 FTE
- Contract:** Part time, term time plus 2 – 40 weeks
- Hours:** 18.75 hours per week (Mon, Weds, Fri 08.15 – 15.30 including 1-hour unpaid lunch break)
- Reporting to:** Head Teacher

Job Purpose

To provide professional leadership and management of the school's business functions including finance, human resources, administration, premises, and health and safety. The post holder will support the Headteacher and Governing Board in ensuring the effective and efficient use of resources to support the school's strategic objectives and the delivery of high-quality education.

Duties and Responsibilities

Strategic Management

- Lead the preparation and development of the annual school budget
- Prepare and develop the 3 year plan
- Submit budget and 3 year plans for governor approval and ensuring all documentation sent to LA
- Ongoing budget and plan monitoring
- Report to the head and governors in relation to the budget
- Prepare SFVS return for governors and any other audit documentation
- Ensure all relevant financial and DfE regulations in terms of budgeting and financial spend are adhered to
- Manage suppliers including obtaining quotes/tenders and ongoing relationship management
- Monitor supplier performance and investigate alternative as required

Financial Control

- Responsible for the day to day financial management of the school
- Oversee the Admin Assistant's financial responsibilities
- Prepare and Processing BACS payments
- Undertake bank account reconciliations
- Report to the LA as required e.g. VAT returns
- Undertake all year end systems procedures and reporting
- Report from FMS as required

HR/Payroll

- Manage the recruitment process for new staff including adverts, interview planning and obtaining references
- Undertake regular safer recruitment training
- Ensure all documentation and Safeguarding checks undertaken e.g. DBS, medical,
- Set up staff contracts on SIMS and prepare documentation for EPM
- Manage absence and overtime, ensuring records kept and updated on EPM
- Check monthly payroll
- Undertake monthly payroll reporting on FMS for the LA
- Maintain staff training records
- Complete the annual staff census for DfE
- Maintain the Single Central Record
- Arrange staff training

Premises/Health and Safety

- Take the lead on health and safety matters in school
- Ensure relevant policies updated and adhered to
- Ensure all checks are completed as required – e.g annual asbestos report, Fire Risk Assessment
- Liaise with the LA and suppliers to deliver these
- Oversee the admin assistant's regular health and safety monitoring
- Ensure all staff health and safety training completed
- Undertake training and act as fire warden
- Commission repair/remedial work as required

General Duties

- Undertake general admin office duties e.g. answering calls and emails and dealing with visitors
- Manage the updating and maintenance of school policies
- Update the website
- Upload pupil assessments to the LA/DfE
- Undertake any training commensurate with the role
- Carry out other ad hoc duties as required by the head teacher