

Job description: School Business Manager

# Job details

### Job title: School business manager Salary: PO5

**Hours:** 36 hours

**Contract type:** Full Time-Permanent

**Reporting to:** Headteacher

**Responsible for**: Administration/Premises/Extended Schools Teams

# Main purpose of job

* To be responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources compliance and administration.
* To lead, operate, maintain and develop the financial procedures and systems of the school, in co- operation with the Senior Leadership Team (SLT) and the Governors, ensuring that legal and safety requirements with regard to people and property and function of school are maintained.
* To advise the SLT and Governors on matters relating to premises, finance, HR, Health & Safety and data protection
* To ensure the school is fully prepared to meet Ofsted and SFVS criteria and Local Authority (LA) Health & Safety inspections.
* To attend all main governing body meetings and assist the chairs for Finance/Personnel and Premises/Health & Safety sub-committees.
* To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher
* The School Business Manager is responsible for Property Management of the School.

# Duties and responsibilities

## Leadership and strategy

*Be responsible for line-managing administration staff, premises & catering staff, including carrying out long-term resource planning and managing recruitment and appraisal procedures

*Under the direction of the Headteacher, 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

*As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

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

*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

## Financial management and fundraising

* Obtaining agreements of budgets and to monitor all expenditure by preparing regular accounts for budget holders.
* To report on the current situation in terms of the budget to the governors, by attending, when necessary meetings and finance subcommittee meetings of the governing body.
* Using financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
* Preparing all financial returns for the school, DfE, local authority and other government agencies within statutory deadlines.
* Maintaining VAT and, if appropriate, income tax returns, and submit statutory returns.
* Effective liaisons with the payroll provider, to ensure all staff are paid efficiently and monitor the monthly payroll for any discrepancies.
* In partnership with the 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
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments
* Provide ongoing budgetary information to relevant people
* Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
* Monitor the budget all year round, advising the Headteacher where revisions or changes are needed

Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions

* 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
* Negotiating, managing and evaluating contracts, tenders, and agreements for the provision of support services (including energy suppliers and catering), with a view of cost effectiveness and ensuring the school maximises its potential from these services.
* Promoting arrangements and bookings for how the school’s facilities are used by outside agencies, groups and the wider community.
* Seeking the appropriate advice in terms of insurance matters and advising the governors accordingly. To process and submit any such claims.

## Human resources

* Manage the school’s payroll provision with the payroll provider
* 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

## Health and Safety

* With the Headteacher and premises team, 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
* Organise health and safety training for staff
* Follow sound practices in estate management and grounds maintenance
* Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
* Enable regular consultation with premises staff on health and safety issues
* Ensure systems are in place to enable the identification of hazards and risk assessments including those under Covid 19 pandemic
* Overseeing the quality of work of contractors, premises and cleaning staff, allocating work programmes and reporting standards to the Head teacher.
* Monitoring the ‘maintenance book’ ensuring all issues are resolved in a timely fashion.

## Marketing and Promoting

* To promote the school to different audiences and raise its profile in the local/wider community. Liaise with local businesses for fundraising and joint projects.
* Where appropriate, ensure effective liaison with visiting professionals to the school.
* To promote the public’s perspective of the school by helping to organise tours to prospective parents / visitors / prospective staff.
* Liaise and support the work of the Parent Staff Association
* To provide admin support in maintaining and updating the school website

## Compliance

* Manage the school’s compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements
* Ensure GDPR compliance through the way the school functions, procedures and processes
* 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 Headteacher and governing body in areas of responsibility
* Lead on data protection, 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

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.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

# Person Specification

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| CRITERIA | QUALITIES |
| **Qualifications and training** | * A degree - ideally in accountancy, business management or a related discipline * A school business management qualification * Health and Safety Training * GDPR training |
| **Experience** | * Successful leadership and management experience in a school, or in a relevant field outside education * Involvement in school self-evaluation and improvement planning * Line management experience * Experience of change management * Contributing to staff development |
| **Skills and knowledge** | * Expert knowledge of financial management * Excellent attention to detail * Previous use of accountancy software and information management systems * Effective communication and interpersonal skills * Ability to build effective working relationships with staff and other stakeholders * Experience in ensuring school compliance in line with GDPR * Personnel procedures and employment legislation * An awareness and understanding of safeguarding responsibilities of all adults who work with children |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Ability to lead and also to work as part of a team * Ability to maintain a positive and professional demeanour |

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** April 2021

**Next review date:** July 2022

### Headteacher’s signature: Date:

**Postholder’s signature: Date:**