**SCHOOL BUSINESS MANAGER**

**Job Description**

Reports to the Headteacher

**Job Purpose**

To lead, maintain and monitor the School’s financial processes and systems, maximising school funding through management of delegated funds and securing additional grants and revenue.

To organise, maintain and monitor the School’s personnel systems and to manage office functions to ensure an effective service to the School. To co-ordinate premises management and Health and Safety. To line manage administrative and ancillary staff, including commissioning and delegation of relevant activities. To be an active member of the School’s Senior Leadership Team.

**LEADERSHIP AND MANAGEMENT**

* Member of Senior Leadership Team offering financial and personnel support and advice as required, impacting strategic planning and operational decisions.
* To be fully conversant with government and Local Authority policies, legislation and directives affecting finances, compliance, health and safety, procurement, human resources, data protection and premises; and

a) Develop strategies to address relevant changes;

b) Ensure that staff are competent and compliant, and;

c) Build an external network of professional support to consult when required.

Where necessary, liaise and negotiate with the relevant authorities/bodies to ensure the best outcome for the School.

* Continuously improve and develop financial statements, forecasts and best value procedures.
* Ensure the school makes the best possible use of its resources, including the long term site development through effective strategic planning and consideration of financial implications.
* To attend and provide reports for Governors’ Finance, Personnel and Premises Committee Meetings as well as full Governing Body. To carry out follow up actions on behalf of the Committees.
* To lead the school’s administration team including line management of all staff who operate within these functions to ensure the changing needs of the school are met.
* Assisting in the creation and implementation of recruitment / induction / appraisal / training / mentoring systems for all school staff.
* To develop and maintain marketing strategies to maximise school roll. Work with other members of the team to produce appropriate marketing materials for the school including effective use of the school website, social media, and communications with current and prospective parents.
* Establish constructive relationships and communicate with other agencies/ professionals.
* Actively promote and contribute to the overall ethos / objectives of the School.

**FINANCE**

* To be responsible for the effective management of financial procedures, including budget-setting and monitoring, benchmarking and responsibility for compliance with financial regulations.
* Provide advice and guidance to the Headteacher, SLT and Governors in all matters relating to finance.
* Prepare year-on-year comparisons which map out the school’s historic trends, taking ownership for proposing solutions to address any issues and risks, and managing resulting changes.
* Monitoring budget spend against allocation and advising the Headship Team/Governors of possible under / over spending whilst providing options for varying expenditure.
* Report to Governors on the school’s current financial position and the performance of the annual budget plan by:

a) Preparing regular reports containing detailed income and expenditure from original system data, ensuring full explanations are available;

b) Preparing outturn forecasts highlighting any variances to budget, and;

c) Making recommendations for action per any variances to budget.

* Analyse the financial impact of staffing decisions and recruitment options, working with the Headship Team to understand the budgetary implications of staffing decisions.
* Manage the account closing process, ensuring that all stakeholders follow the LA’s timetable and procedures, and that the final Consistent Financial Report (CFR) accurately reflects records.
* To ensure that the school is meeting the Schools Financial Value Standard (SFVS) and collating evidence to demonstrate this.
* Benchmark the school’s financial performance to that of other schools, in particular those of the school’s Locality Team and/or comparable schools.
* To maximise income through a sustainable lettings programme.
* To ensure best value for contracted services (e.g. IT, catering, cleaning).
* Being responsible for seeking and securing relevant grants and additional revenue/commercial sponsorship.
* Be responsible for all tender procedures and negotiations for the school’s large contracts, in particular: catering, cleaning, IT support grounds maintenance, learning support services (AfC), Payroll and other Personnel services, supply agencies, printer leasing.

**COMPLIANCE**

* Ensure the school’s compliance with all national and local relevant laws, regulations, standards, guidance and best practice. Ensure all School Policies and administrative procedures relating to the School’s compliance are fit for purpose, amongst others in the following areas:

Health and Safety in the areas of e.g. Fire Safety, Critical incident planning (e.g. emergency evacuations, disaster recovery, lockdown procedures), etc., see below).

Finance

Safeguarding

Equality and Diversity

Data Protection

Personnel

School Policies, whether specific to the school (e.g. Code of Conduct, Acceptable use of IT) or implementing existing laws and procedures (e.g. Safeguarding and Child Protection Policy, Data Protection Policy).

Ensure all policies and procedures are reviewed in a timely manner as dictated by the DfE or other national/regional authorities, or as dictated by regulatory changes.

**PERSONNEL AND STAFFING**

As a part of the SLT, and in direct liaison with the Headship Team:

* Ensure that staffing is optimised and that staffing decisions are made within the school’s financial constraints.
* Assess recruitment requirements, coordinate job advertisements, determine pay scales and ensure safer recruiting processes are followed.
* Advise on significant staffing events as required, e.g. maternity & paternity leaves, sabbaticals, long term absences, occupational health issues, disciplinary procedures.
* Ensure effective and streamlined procedures which cover all aspects of human resources management and administration, ensuring such systems meet all Personnel, Safeguarding (Safer Recruitment), Data Protection and financial rules and guidelines.
* Ensure the compliant, effective and timely administration of the school’s staff contracts and payroll, as executed with the support of the school’s external payroll and personnel service providers.
* Ensure all relevant school staff are recorded on the school’s MIS to comply with the School’s safeguarding commitments and its obligation to submit a yearly Workforce Census.
* Manage the school’s Staff Absence Insurance – in terms of value for money of the overall scheme, staff lists and claims.
* Manage the school’s Payroll, Occupational Health, Employee Relations, Recruitment and DBS check contracts to ensure effective contract performance and value for money.
* Ensure that recruitment, appraisal, disciplinary, grievance and managing health & absence policies are administered effectively, in accordance with employment law.
* Liaise with the Headship Team on all Personnel issues.

**PREMISES MANAGEMENT & HEALTH AND SAFETY**

* Ensure the school’s Health and Safety Policy is reviewed at least in line with statutory requirements, more often if required due to changes in circumstances.
* Ensure the school’s Health and Safety Procedures are up to date and reflect the school’s actual practices. Ensure all staff has access to these procedures.
* Ensure detailed risk assessments are completed in all areas where risk needs to be managed, e.g. trips and visits, play time, first aid, on-site events, working at heights, fire safety, asbestos, etc.
* ∙To implement risk management strategies across school to ensure high standards of health and safety. To ensure the completion of all health and safety checks in school and to ensure that accurate records are maintained of all such tests.
* Work with the Premises Manager to ensure the necessary inspections take place in line with regulatory requirements and good practice, for example but not exclusively in the following areas: fire alarm and equipment; tree inspections; boiler inspections; Legionella Inspections, PAT testing, Fixed Wire Testing.
* Ensure any issues that pose a Health and Safety risk are addressed immediately.
* Work with the Premises Manager to co-ordinate the maintenance of the School site and the buildings, including acting as the school named person to liaise with the LA to deliver any planned building works.
* Identify additional sources of funding for priority estate strategy / high cost maintenance projects, e.g. LA Capital Fund, School Fund etc.
* To oversee maintenance schedules and the efficient operation of all facilities on the property and oversee the upkeep of the school grounds.
* Ensure the school’s maintenance plan is costed, incorporated in the school’s budget acted upon and kept up to date.
* To oversee the letting of the school premises to outside organisations and the development of all school facilities for out-of-school use.

**ADMINISTRATION**

* Strive for continuous improvement in the processes and procedures of the school’s office administration, ensuring such systems are efficient and effective, and enhance the service provided by the office to parents, staff and other stakeholders.
* To act as the named Data Protection Officer and ensure full compliance with the requirements of GDPR.
* To be responsible for the systems and general management of the school’s administrative and financial computer network and the implementation of appropriate Management Information Systems.
* To coordinate the upkeep and management of the ICT infrastructure
* The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher or Governing Body in the context of the school’s changing needs.
* This job description may be amended at any time after consultation with the post holder.