



SCHOOL BUSINESS MANAGER (for split site school)

Purpose	<ul style="list-style-type: none"> The post holder will contribute to the wider strategic development of Manor Primary School The post holder will be responsible for the effective deployment and monitoring of the financial, human and physical resources of the school. The School Business Manager is the school's leading support staff professional and works with the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims. The School Business Manager is responsible for providing professional leadership and management of the school admin staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. 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's learning objectives. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School
Reporting To	<ul style="list-style-type: none"> Head of School, Executive Headteacher and Governing Body
Responsible For	<ul style="list-style-type: none"> Office Managers x 2, Site Supervisor x 2, Cleaners across two sites, Finance Officer, IT Manager, Contractors
Salary/Grade	<ul style="list-style-type: none"> PO7
Hours	<ul style="list-style-type: none"> 5 days per week – 35 hours.
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
Governance	<ul style="list-style-type: none"> To attend, advise and report to the Governing Body, regarding all Operational aspects of the school running, including Finance, H&S, GDPR, HR, and Audit & Compliance. To attend full governing body meetings as required. To provide timely information to governors and the Headteacher regarding school budget and other resourcing and procurement issues. Work closely with Chairs in all finance decisions, budget monitoring and committee reporting prior to meetings including budget drafts and deficit/surplus plans.
Senior Management Team	<ul style="list-style-type: none"> As a member of the school's Senior Leadership Team you will demonstrate an understanding and awareness of how the effective deployment of resources impacts on the successful running of the school. Take responsibility for high quality delivery of all aspects of own and team performance. Play an active role in the day-to-day management and running of the school including duties. To be the school's Data Protection contact and in charge of Freedom of Information requests and have an overarching responsibility for the Health and Safety in the School Working closely with SLT and keeping abreast of any developments/changes that may have a financial impact to the school, to salaries, contracts etc.



	<ul style="list-style-type: none"> • Keep abreast of all Education reform and legislation changes that may affect the School and its employees
Finance	<ul style="list-style-type: none"> • Overseeing the preparation of regular management accounts for budget and reporting on the financial state of the accounts to the Governors and Headteacher. • Responsibility for the management of the school accounting function, ensuring their efficient operation according to agreed procedures, maintaining those procedures by conducting at least an annual review. Responsibility for the security of all financial transactions handled in school, ensuring that accurate records are kept. • Responsible for reconciliation of all school bank accounts, advising governors and Headteacher regarding balances, budget variances and investment of any surplus balances to maximise income for the school. • Responsibility for the liaising with the local authority on the provision of a comprehensive payroll service for all school staff, with the implementation of the various pension schemes and other deductions in which the school participates. • Preparation of any financial and statistical returns for the DFE, EFA and LBBD within the statutory deadlines. • Responsibility for seeking professional advice on insurance and advising the governors on the appropriate insurances for the school. • Develop and lead a long-term financial planning process to support the school in achieving strategic outcomes. • Ensuring effective budget allocation systems are in place to allow the financial strategy. • Managing bank accounts, deposits and liaise with governors, banks and Headteachers with regards to the correct auditing of statements and accounts on a regular basis • Negotiating and monitoring of contracts, tenders and services. • Managing income generation, including the letting of the school facilities, establishing contracts with local and national business, charitable organisations and grant making bodies. • Keeping track of all income grants and funding throughout the year and that accurate records are being kept for reporting. • Challenges expenditure and investment decisions, promoting a culture of value for money. • Producing and reviewing the school's Financial Regulations Policy • Overseeing the End of Year financial process • Engages in benchmarking to inform organisational policy and strategy. • Ensure that key strategic decisions are taken with a full understanding of the financial implications and that effective stewardship of public funds is maintained. • Preparation of business cases to support financial strategy of proposed new systems or purchases. • Ensure an effective link between the school financial plan and the school development plan, meeting all the needs of the Schools Financial Value Standard (SFVS) and sustainable school improvement. • To use available benchmarking tools and advise Headteacher and Governors accordingly. • To liaise and provide information to appropriate auditors and implement any recommendations. • To oversee the preparation and audit of any school journey funds. • To oversee the operation of the school Fund account. • To place orders using the School's Business Card as and when necessary.



	<ul style="list-style-type: none"> To promptly reconcile and bank the schools money
Bids & Contracts	<ul style="list-style-type: none"> Secure bid-based competitive funds by effective use of bidding systems and contacts. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Purchase and monitor, either directly or indirectly, the schools energy and water supplies. Arrange school facilities for: Transport Extended schools bookings. Seek specialist advice on insurance and manage appropriate claims. Complete bids to fund school projects, including building improvements.
Physical Resources	<ul style="list-style-type: none"> Liaise with the schools managed ICT providers (IT manager + Elementary ICT) and catering contractors to ensure an effective service. Manage and monitor building and capital projects. Meet with Site Caretakers to ensure that there is an effective plan in place to implement a rolling programme of maintenance and decoration and furniture replacement. To be the school's designated Health & Safety Officer Ensure the school stays at the forefront of technology, researching and making use of updated technology in the school with regards to systems and processes, training necessary staff in its use and ensuring value for money. Ensure an effective procurement strategy is in place to be most effective and giving value for money with a good understanding of tendering and bid frameworks to comply with legislation.
Health and Safety	<ul style="list-style-type: none"> Leading on Health and Safety Ensuring the Premises Team are fully compliant with Risk Assessments, H&S Legislation and policies and that necessary H&S training has been completed. Meeting the Site Caretakers regularly to be updated on works in hand, site issues and Health and Safety. Produce an end of year H&S Report to Governors Have oversight of the security of both sites and the day-to-day running of the building Take responsibility for ensuring all regulations concerning fire and other emergency procedures meet statutory requirements. Oversee the procurement, repair and maintenance of all furniture, fixtures & fittings. Negotiate, manage and monitor contracts, tenders and agreements.
Human Resources	<ul style="list-style-type: none"> To ensure that the Admin Team complete the SCR and you check that all staff have up to date DBS. To ensure the CPD of all support staff including appraisal and performance management is completed by HR. To be the lead recruitment officer for all staff appointments and take part in selection procedures as appropriate. To advise the Headteacher and governors of all relevant HR legislation and ensure its implementation. Reviewing and presenting any pay grade review requests for support staff and providing necessary documentation to SLT for teacher incremental drift and pay progression. Analyse staff data such as turnover and absence data, producing action plans to influence



	<p>future strategy or decision making.</p> <ul style="list-style-type: none"> • Develops robust succession planning and invests in training and staff development. • Leading the strategic need for change, aligning to the SDP and providing financial scenarios for the Headteacher. • Enables and leads on a collaborative structure across the school to foster an approach to sustainability, efficiency and innovation. • Lead and manage on personnel matters relating to all staff including absence management. • To ensure staff under SBM line management are held responsible and accountable, including arranging their recruitment and training.
Administration and ICT	<ul style="list-style-type: none"> • Have overall responsibility for leading the provision of high-quality administrative support services for all school needs. • To oversee the establishment, maintenance and development of management information systems to support operational activities. • To be up to date on all reviewing of policies, legislation and changes affecting schools, work practices and employees and advise Head Teacher as necessary. • Ensure smooth day to day running of ICT and overall ICT strategic overview in the school. Work closely with our ICT Service Providers and IT Manager to provide necessary support and guidance to the school and to evaluate the school's IT Strategy. • Regular checking of school website and social media content to ensure we are marketing and promoting the school in a professional manner. • To be responsible for the school's policy framework and ensuring policies are reviewed in a timely manner and presented to the relevant governance committees. • Together with administration staff, to develop and deliver a Public Relations service for the school. • Lead and manage the administrative function, working with office staff to ensure the effective management of: <ul style="list-style-type: none"> • School reception • Pupil records • Admin related ICT • Facilities & management information • Preparation and production of all school records and publications • Staff absence and cover • Attendance data and returns • Dinner money accounting • Admissions and Leavers • Liaise with Headteacher and Governors as needed. • Review and manage administrative procedures ensure they are efficient and effective. • Ensure all records and returns to the LA are complied with. • Ensure effective liaison with other schools and agencies as required.
GDPR	<ul style="list-style-type: none"> • To be responsible for Data Protection and Compliance within the school • advising SLT and staff about their data obligations • monitoring day to day compliance • developing and updating data protection policies and procedures with the DPO • monitoring who in the school has access to personal data • advising when data protection impact assessments are needed



	<ul style="list-style-type: none"> • answering data protection enquiries from staff, parents and pupils • making sure privacy notices are regularly reviewed and updated • supporting and advising staff who have data protection queries • reporting to the governing board or trustees about data protection • making sure all assets containing personal data are appropriately managed and secure
Marketing	<ul style="list-style-type: none"> • Responsible for arranging and reviewing the schools marketing in light of falling NoR and impact on funding. • Act as main liaison for Friends of Manor, ensuring fund raising activities arranged are safe and efficient.
General	<ul style="list-style-type: none"> • The postholder will comply with the school's equal opportunities and inclusion policies ensuring their development and promotion within the school. • Understanding of the wider context in which the school operates, to set goals and targets. • Directs projects and programmes of work and schemes of delegation to meet the needs of the schools' strategic direction. • As directed, the postholder will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post. • To be fully aware and understand the duties and responsibilities arising from applicable child protection and safeguarding procedures. • Attend staff meetings, team briefings, training courses and INSET as required. • Contribute to the overall ethos of the school.