

**Moorlands Junior School**

**School Business Manager Job Description**

|  |  |
| --- | --- |
| **JOB TITLE** | **SCHOOL BUSINESS MANAGER** |
| **GRADE** | **Band 7 (SCP 26 - 29 )** |
| **HOURS OF WORK** | **36.25 hours per week**  |
| **CONTRACT TYPE** | **Term time, plus 10 days****(5 days INSET and 5 days during school holidays)** |
| **REPORTING TO** | **Head Teacher- Miss Kelly** |
| **RESPONSIBLE FOR** | **Support staff – (Clerical Officers, Lunchtime Assistants, Teaching Assistants)****Catering staff,** **Caretaker** **Music Tutors** |

|  |
| --- |
| **MAIN PURPOSE** The school business manager (SBM) is 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. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. |

|  |
| --- |
| Duties and responsibilities Leadership and strategy* Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
* Under the direction of the head teacher, 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
* 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
* Take all decisions in line with the vision and values of the school, and encourage others to do the same
* Implement a marketing plan for the school, which utilises the school website, social media platforms, the prospectus, and all external communications with current and prospective parents and the wider community
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing
* As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
* Promote and develop the community use of the site
* Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
* Secure arrangements to source external advice and support where appropriate. Produce timely and fully costed proposals, ensuring they are sustainable through long-term (3-year) financial plans.
* Be responsible for ensuring that business management and support services develop appropriately and operate in accordance with statutory regulations and that high levels of service are provided

Financial management and fundraising* In partnership with the head teacher, 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
* Monitor the budget all year round, advising the head teacher where revisions or changes are needed
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the head teacher to make strategic, long-term decisions
* Ensure that finances are managed effectively and in compliance with all relevant financial regulations and submit statutory returns.
* Prepare documentation for audit.
* 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
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Manage the school’s lettings offer
* Ensure the effective and efficient operation of the school office, delegating tasks to office staff where appropriate
* Facilitate the effective operation of the Finance Committee of the Governing Body.
* Be responsible for the annual SFVS return and delivering the contents to Governors for approval
* Interpret new legislation and guidance and identification of the implications for the School.
* Be responsible for all aspects of licensing, project and asset management

Human resources* Manage the school’s payroll provision with the payroll provider
* Ensure that recruitment, appraisal and attendance 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
* Maintain staff records and ensure that staff records held at school are kept confidential
* Ensure cover arrangements for staff absence are in place
* Monitor staff absences and implementation of agreed policies and procedures including return to work interviews
* Manage the recruitment process of staff to include advertisement, short listing, interviewing and appointment.
* Maintain of the Single Central Record and arrangements to ensure that all staff, governors and volunteers at the School have a valid and verified Criminal Records Bureau Certificate

Health and safety* With the caretaker, supervise the maintenance of the school site; The
* With the caretaker procure cleaning and grounds maintenance services either through outsourcing or in house operation
* With the caretaker ensure arrangements are in place for the site to remain operational during bad weather
* Ensure that the school buildings and grounds function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements including:

a) The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environmentb) Maintaining high standards of security of the site and contentsc) Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment and fixtures.d) Arrangements are in place to deal with emergency repairs or call outs* Manage the school’s compliance with health and safety regulations, and take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety responsibilities are carried out.
* Organise health and safety training for staff
* Act as Educational Visits Coordinator and seek to ensure full compliance with legislation from all (e.g. staff, pupils, contractors, visitors, online Evolve system etc.) reporting to the head teacher and Governors
* Secure appropriate advice for the head teacher and governors on all Health & Safety matters.
* Ensure effective risk management in Health & Safety and the management of any third party service contracts.
* Agree and manage buildings programmes for the school site, including grounds, on behalf of the Head teacher
* To liaise with the LA/DfE or other providers of finance, together with the schools professional advisers on all matters relating to capital building and development projects.

**Emergency Procedures** * Control and co-ordinate emergency evacuation procedures including:
* Initiate and keep record of regular fire practices and alarm tests
* Be responsible for the recruitment, training and deployment of fire marshals
* Ensure robust arrangements for checking of fire routes, alarms and equipment including servicing as necessary
* Update, review and develop the Disaster Plan and Business Continuity Plan
* Ensure that staff, other site users and other agencies are advised appropriately.

Compliance* Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* 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 head teacher and governing body
* Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
* secure effective arrangements for the clerking of the governing body
* Ensure effective Systems for telecommunications, porterage and waste disposal
* Secure and manage appropriate arrangements for school catering through in house or contracting out of the service.

**Additional Duties*** Ensure all reasonable steps are taken to ensure the safety and well-being of students under the duty of care for safeguarding
* May be required to be an appointed person for first aid
* May be required to accompany and supervise students on educational visits
* Act as a personal assistant to the Head Teacher ensuring that they are kept fully informed of issues within the school
* Maintain an office diary of school events which feeds into the online school diary

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher. |

|  |
| --- |
| **OTHER DUTIES*** Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
* Uphold and promote the values and the ethos of the school.
* Implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
* Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
* Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the team/school.
* Attend and participate in relevant meetings as appropriate.
 |