



## Job Description for SCHOOL BUSINESS MANAGER (SBM) at Old Heath Community Primary School

<b>Job Title</b>	<b>School Business Manager</b>
<b>Grade</b>	<b>LGPS Scale 8, Point 25 – 28</b> (for a 35 hour week actual is £30,214.85 to £32,532.30)
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	All staff
<b>Job Purpose</b>	<p>To operate, maintain and develop the financial procedures and systems of the school in co-operation with the other members of the Senior Leadership Team and Governors.</p> <p>To co-ordinate the maintenance of the school site and its buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property.</p> <p>To advise the other members of the Senior Leadership Team on non-teaching matters so as to contribute to the successful and effective operation of the school.</p> <p>To manage the Office Team.</p>
<b>Duties</b> <b>Key Tasks</b> <b>Financial</b>	<ul style="list-style-type: none"> <li>To perform all accounting procedures and resolve any problems, including: the ordering, processing and payment for all goods and services provided to the school</li> <li>The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month</li> <li>Preparation of invoices and collection of fees</li> <li>To be responsible for liaising with our school payroll provider for the provision of a comprehensive payroll service for all school staff</li> <li>To prepare financial returns for the DfE, LA and other central and local government agencies within statutory deadlines</li> <li>To prepare, for approval by the governors, the annual and three-year budget</li> <li>Maintain trading accounts for our 'In School Catering'</li> <li>To monitor accounts against budgets</li> <li>To produce regular reports for budget holders and report on the financial position of the school to the Headteacher and Governors</li> <li>To be responsible for seeking professional advice on insurance and advising the other members of the Senior Leadership Team on appropriate insurances for the school, and handling any claims that arise</li> <li>To help ensure that the school is following 'Best Value' procedures</li> <li>To be responsible for filing, security and retrieval of financial data, including appropriate backup of computerised records</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on site.</li> <li>To monitor contracts, tenders and agreements for the provision of support services.</li> <li>To purchase, either directly or indirectly, the school's energy supplies.</li> </ul>
<b>GDPR / Data Protection</b>	<ul style="list-style-type: none"> <li>Act as the school's first point of contact for data protection and GDPR-related matters</li> <li>Ensure school complies with data protection legislation (UK GDPR, DPA 2018) and the school's data protection policy</li> <li>Maintain records of processing activities, ensure secure storage/disposal</li> </ul>

	<ul style="list-style-type: none"> <li>of data, manage subject access requests</li> <li>• Provide staff training or guidance (or coordinate training) in data protection awareness</li> <li>• Review and update privacy notices, consent forms and data-sharing agreements in line with school policy and DfE guidance</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• To be responsible for personnel matters relating to all staff, for the clearance for new staff – medical, child protection and to arrange the issue of contracts of employment</li> <li>• To maintain confidential staff records</li> <li>• To co-ordinate and assist in the recruitment of all staff</li> <li>• To prepare annual teacher salary statements for all teaching staff</li> <li>• To be responsible for all administration arising from staff absence</li> <li>• To maintain records of supply teacher employment and arrange monthly pay claims</li> <li>• To advise school staff on pay and other personnel related matters</li> <li>• To advise the Headteacher and Governing Body on pay and contractual matters</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness</li> <li>• To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing. Acting as System Manager for the administrative computer network.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To ensure data security and integrity</li> <li>• To ensure compliance with Data Protection legislation</li> <li>• To apply for appropriate sources of funding additional to the school's delegated budget</li> <li>• To oversee, in conjunction with the Headteacher and under the scrutiny of the Governors, such applications and ensure the appropriate expenditure of any funding obtained</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>



## Person Specification for SCHOOL BUSINESS MANAGER (SBM) at Old Heath Community Primary School

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	NVQ Level 4 or equivalent qualification or experience in financial management
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures
	Literacy	NVQ Level 4 in English or equivalent
	Numeracy	NVQ Level 4 in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team both as member and manager.
	Information	Contribute to the development and

		implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance