



Penn Wood Primary and Nursery School

Better Never Stops: Community, Kindness, Respect, Excellence'

Penn Road, Slough Berkshire, SL2 1PH
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Post title :	School Business Manager
School:	Slough Grade SCP 30 to SCP 35
Salary and grade:	(£40,577- £45,775 FTE Pay Award Pending)
Contract Type:	Part time – permanent, 21 hours per week, term-time plus 2 weeks
Line manager/s:	Senior School Business Manager
Line Management responsibilities:	none

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, human resources, compliance and administration.

They will advise on and manage 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

- Reporting to the Senior School Business Manager, the School Business Manager will oversee financial matters in school, to ensure the school's successful financial performance and that financial decisions are clearly linked to the school's strategic goals.
 - Provide input to governor meeting materials and attend governing body meetings as required
 - Implement school-wide changes and allocate resources in line with the school improvement plan, pupil premium plan and sports premium plan, putting policies and procedures in place and communicating them to staff.
 - Take all decisions in line with the Nolan Principles of Public duty and the vision and values of the school
 - Prioritise audit requirements and ensure that the school is compliant with financial regulations and other key policies
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Financial management

- In partnership with other members of the Business Management team, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
 - Jointly prepare and submit the budget to the governing board and local authority
 - Monitor the budget all year round, advising the Senior School Business Manager and Headteacher where revisions or changes are needed including monthly reforecasts
 - 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.
 - Comply with financial reporting requirements and submit statutory returns, including the Schools Financial Value Standard (SFVS), School Workforce Census and CFR.
 - Find and apply for grants.
 - Support procurement when required; managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
 - Carry out month end tasks including cash sheet, bank reconciliation and VAT returns.
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Human resources

- Lead and manage the recruitment process, in conjunction with the Senior School Business Manager, ensuring compliance with all safer recruitment practices in line with safeguarding legislation and the school's child protection and recruitment policies.
 - Complete the monthly payroll submission.
 - Ensure that staff complete a comprehensive induction process in accordance with employment law; oversee the probation process for support staff.
 - Manage contract changes, leavers, and other employment-related processes, ensuring accurate records and compliance with school policies and regulations.
 - Support the Senior Business Manager and Headteacher in any capability, disciplinary and/or absence management occurrences.
 - Manage the day-to-day absences including return to work certification and management reporting, and creation of risk assessments as needed.
 - Advise on HR issues within school and liaise with the external HR provider.
 - Manage the school's Apprenticeship Levy Funds.
 - Manage and update the Single Central Register in partnership with the Senior School Business Manager.
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Health and safety and Premises

- Under the direction of the Senior School Business Manager:
 - oversee the day-to-day management of health and safety, ensuring compliance with policies and procedures.
 - coordinate with the PFI provider regarding day to day maintenance, health and safety, and security of the school premises in relation to the contract.
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Compliance

- Ensure compliance with the school's safeguarding procedures.
- 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, communicating with the SLT and the school's governance professional.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

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

CRITERIA	ESSENTIAL QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ A degree or a qualification in accountancy, business management or a related discipline ➤ Safeguarding training
Experience	<ul style="list-style-type: none"> ➤ Proven experience in school business management or a similar leadership and management role within education, or substantial relevant experience in a related field ➤ Extensive experience in human resources management, including recruitment, employee relations, performance management, and compliance with employment legislation. ➤ Strong experience in financial management, including budgeting, forecasting, financial reporting, and ensuring compliance with financial regulations and school funding requirements. ➤ Data Protection and UK GDPR
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of Arbor and FMS ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ 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 equity, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder. Other duties that are commensurate with the job and grade may be required by the Headteacher