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| **POST TITLE: School Business Manager** | **GRADE:** PO2 |
| **RESPONSIBLE TO: Head Teacher**  |
| **DATE: April 2024** |

**Job Purpose:**

As a member of the School Leadership Team, the School Business Manager is responsible for managing the strategy and efficient operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

**Key responsibilities:**

**Strategic leadership and management**

In collaboration with the Head Teacher, CFO and Site Manager, lead on finance, estate management, whole school administration and health and safety for the school.

Ensure an effective link between the school budget plan and the school development plan to achieve sustainable school improvement.

Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.

Work collaboratively with the senior leadership team to implement strategic initiatives and achieve school objectives

Understand the implications of Government policies and educational developments relevant to the school business functions

Lead and manage the office team, coordinating their activity and monitoring their output thereby ensuring quality, efficiency, performance standards and deadlines are achieved, and staff are motivated and developed.

As a member of the senior leadership team, attend all leadership team meetings.

Attend governors' meetings to present financial information, where required.

**Financial management**

In partnership with the Head Teacher and CFO, manage the school’s budget ensuring alignment with educational objectives and compliance with financial regulations.

Monitor income, expenditure and cash flow, providing regular feedback to the Head Teacher and CFO.

Oversee school bank accounts on a day to day basis, ensuring invoices are paid, money owed is collected promptly and accurate financial records are maintained.

Support the Head Teacher and CFO, to develop and implement the school’s fund developing an income generation strategy, in line with the school improvement plan.

To work alongside the CFO with the development of income generation by seeking grants and writing bids.

Support the CFO with procurement processes such as benchmarking, evaluating suppliers, negotiating business terms and ensuring value for money.

Use financial management information to analyse trends and identify opportunities for greater efficiency.

Manage the school finance function effectively to agree policies and procedures.

Provide all information required for financial audits and implement any recommendations made.

Monitor all accounting procedures and resolve any issues including ordering, processing and payment of goods and services provided to the school.

Oversee accurate recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met.

Maintenance of the asset register.

Liaise with parents regarding any outstanding payments.

Identify opportunities for cost-saving initiatives and efficient resource allocation.

Manage stock supplies and work alongside CFO to achieve the best value.

Work alongside the Head Teacher to maintain good budgeting practice, ensuring all financial transactions are correctly authorised, processed and recorded.

Work alongside the CFO to maintain the computerised Financial System.

Managing the administration of income into the school budget including lettings, catering, wrap-around care, and the parent payment system.

**Facilities and Operations Management**

Work with the Head Teacher and the Site Manager to ensure the smooth operation and maintenance of facilities, including buildings, grounds and equipment.

Support the Head Teacher in managing risk and health and safety by liaising regularly with the Site Manager to ensure that areas are compliant with policies and procedures including those which maintain the safety and wellbeing of pupils, staff, and visitors.

Liaise with external contractors and suppliers for maintenance, repairs and facilities improvements.

Oversee fire drills, reporting and recommending any changes to practice.

Maintain a central record of all school risk assessments.

Liaise with the Head Teacher and SLT in the planning and implementation of all evacuation procedures.

**Administration**

Lead and manage the administrative function, ensuring the effective delivery of administrative systems.

Understand the implications of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.

Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.

Manage manual and online information management systems and maintain the school website.

Provide administrative support to the Senior Leadership Team regarding all aspects of external examinations to ensure security and the accurate return of all assessment data by the designated deadlines.

Completion of all school census returns to the DfE, ensuring all pupil data is accurate on the school management information system for census/nursery headcount and details are submitted in a timely manner in order to maximise funding.

Support the management of the Breakfast/Afterschool Club, closely monitoring the profitability of the provision and reporting findings to the Head Teacher and CFO.

Liaison with school leaders and prospective parents/carers to arrange admission visits. Oversee the administration of the application and admissions process for nursery aged pupils

Advise parents/carers of nursery funding, school meals, pupil premium and admission applications.

Oversee the transfer to secondary school applications. Ensure pupil records are transferred when any pupil leaves or transfers to another school.

**Human Resources**

Oversee HR processes including the recruitment of all new staff, pre-employment checks, induction, training and absence management.

Ensure the accurate submission of monthly payroll returns to the payroll provider.

Checking of the monthly payroll reports and liaising with the payroll provider to ensure staff are paid accurately and on time.

Completion of the school workforce census return to the DfE, ensuring all staff data is accurate on the school management information system and details are submitted in a timely manner.

Ensure that all child protection administrative procedures regarding Safer Recruitment are adhered to within school and maintain an accurate and up to date Single Central Record.

Maintenance of confidential HR records in accordance with the Trust retention schedule and GDPR requirements, ensuring information security and confidentiality at all times

Provide administrative support to the Head Teacher, where required.

**General**

The post holder must adhere to all school policies and procedures involving Safeguarding, Health and Safety, Site Security and Behaviour.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

 

 **Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** |  | A qualification in accounting such as Accounting Technician of qualified Accountant |
| **Experience** | Managing strategic financial plans | Managing health and safety |
| Managing budgets, financial reporting and procurement | Project management |
| Successful leadership and management experience | Working in a strategic role in the education sector |
| Working effectively with internal and external partners | Financial management and accounting in an educational setting |
| Knowledge of relevant legislation, regulations and best practice in finance and health and safety | Experience of using data systems |
| Understanding of data protection and confidentiality |  |
| Knowledge of resource management and procurement |  |
| Knowledge of financial management and accounting procedures |  |
| An awareness of safeguarding responsibilities of for people working with children |  |
| **Skills** | The ability to motivate and develop team |  |
| Proficient in IT systems, including accounting software, and Microsoft Office |  |
| Effective communication and interpersonal skills |  |
| Excellent attention to detail |  |
| Ability to build effective working relationships with staff and other stakeholders |  |
| Ability to manage conflicting demands and prioritise tasks effectively |  |
| Motivated and proactive in the approach to work |  |
| Ability to use initiative to offer solutions to challenges faced |  |
|  | Ability to analyse data and produce reports to inform decision making |  |
| Ability to maintain a positive, compassionate and professional demeanour |  |