



Inspired by yesterday, Learning today, Leading tomorrow

Job Description	
<b>Job title</b>	School Business Manager
<b>Reports to</b>	Headteacher
<b>Hours of work</b>	26 hours per week (38 weeks term time) plus 3 weeks
<b>Salary</b>	Grade 10 (£35,745-£38,223 FTE)
<b>Responsible for</b>	Finance, premises, catering provision, health & safety

### Job Purpose

The School Business Manager (SBM) works as part of the Senior Leadership Team (SLT) to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.

The SBM is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness to achieve improved standards of learning and achievement.

The SBM 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 SBM is responsible for the Financial Resource, salaries, Management/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

### Financial Resource Management

- Ensure the school's budget is balanced and appropriately approach discrepancies in the budget.
- Monitor the school's budget and ensure value for money is achieved.
- Forecast future years' budgets, taking into consideration any relevant plans and new directions.
- Prepare financial returns for the DfE, LEA and other central and local government agencies in line with statutory deadlines.
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school.



## Person Specification

### School Business Manager

- Assess what internal staff structures the school needs to maximise effectiveness and determine which aspects can be outsourced.
- Have a sound understanding of the pupil premium grant and how to track its effectiveness.
- Keep up-to-date with the latest changes to financial policy and funding opportunities.
- Determine long-term strategic plans effectively, taking into consideration the key areas for development and improvement.
- Be aware of the financial reports that need completing and ensure that these are submitted in a timely manner.
- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Organise financial inspections by internal and external auditors, taking action on any recommendations.
- Attend, as required, meetings with the finance committee and full governing body, providing information as necessary and discussing methods of development in terms of the school's spending.
- Produce, maintain and review a risk register and take action to address any high-risk situations.
- Monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating favourable terms where possible.
- Have a sound understanding of the 'School resources management self-assessment checklist' (SRMSAC).

#### Administration management

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Monitor and assess the administrative performance of the school, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations.
- Benchmark the school's systems and information against others on a local and national scale.
- Remain up-to-date with DfE statutory guidance and legislation that impacts the school.
- Plan, lead and implement organisational change.
- Prepare information for publication and returns for the relevant bodies, such as the DfE.



## Person Specification

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#### Management Information Systems and IT

- Understand what to do in a situation where there is a technical failure, so that the school system could still operate effectively.
- Be familiar with data protection legislation and how it will impact upon the school's practices, in liaison with the DPO.
- Understand the management information systems that are currently used in the school and remain up-to-date on new technologies that may be more efficient.
- Ensure that the school has a strategy for using technology, which is aligned to the overall vision and plans for the school and ensures value for money.
- Establish systems to monitor and review the performance of technology within the school, making amendments as necessary.
- Ensure resources, support and training are provided to enable staff to use the software effectively.

#### HR management

- Working with the Finance Manager to manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates.
- Be a point of contact for the headteacher, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures making use of specialist expertise in relation to HR issues when required.
- Give constructive feedback to staff, handle potentially complicated or uncomfortable situations and take the necessary actions following this.
- Assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.
- Manage the performance, discipline, grievance and competence procedures of the office team.
- Evaluate the school's strategic objectives and obtain information for workforce planning.



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#### Safeguarding

- Understand the school's procedures for if a pupil discloses a potential safeguarding concern and what to do in the case of a child protection concern.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.
- Understand safer recruitment practices, pre-employment checks and the DBS.
- Ensure that staff and pupils are effectively safeguarded to minimise the risk of harm to all.

#### Health and safety

- Manage the Health and Safety provision, in liaison with the headteacher and site supervisor, ensuring that these practices meet statutory obligations and that they are reflected in the school's Health and Safety Policy.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure that health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
- Establish and implement a system that can be used to identify potential hazards, taking the relevant action from this identification.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring financial and supporting agency services are adequate for their diverse needs

#### Facility and property management

- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.



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- Ensure ancillary services e.g. catering, cleaning, etc., are monitored, managed effectively and achieve value for money.
- Manage catering and cleaning service, ensuring they remain consistently effective.
- Oversee the school catering facility, working in conjunction with third party caterers. Ensure that the catering facilities are maintained to the highest standards of hygiene and repair.
- Act as main contact with the contractor ensuring the contract terms and conditions are monitored and managed effectively.
- Lead the tendering process for catering and cleaning services when the current contract is due to expire.
- Review and update policies in line with statutory guidance.
- Seek professional advice on insurance and advise the Senior Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly.



## Person Specification

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Qualifications and training	
Essential	Desirable
Educated to A' level (or equivalent) standard	<ul style="list-style-type: none"> <li>• Safer recruitment training.</li> <li>• A degree in a relevant subject.</li> <li>• A recognised finance management certificate.</li> <li>• Health and safety training.</li> <li>• A school business management qualification</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of using management information systems.</li> <li>• Experience of facilities management.</li> <li>• Experience of setting and managing budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with payroll software.</li> <li>• Experience of recruiting for a school setting.</li> <li>• Previous experience as an SBM.</li> <li>• Working as part of a school's SLT.</li> <li>• Experience of managing and implementing strategic plans and financial reporting.</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• The ability to present a wide range of specialised information to both school staff and governors</li> <li>• A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice.</li> <li>• The ability to lead and manage the work and outcomes of other people, as well as working in a team.</li> <li>• The ability to prioritise their workload with conflicting deadlines, whilst</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.</li> <li>• Capacity for, and interests in, enhancing further personal development.</li> <li>• Experience of applying for school grants, fundraising and submitting bids.</li> </ul>



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<p>maintaining a high level of accuracy and attention to detail.</p> <ul style="list-style-type: none"> <li>• Problem-solve and create innovative solutions.</li> <li>• Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft and Google Drive</li> </ul>	
<b>Personal attributes</b>	
<b>The successful candidate will be</b>	
<ul style="list-style-type: none"> <li>• Committed to promoting high-quality care to pupils.</li> <li>• Dedicated to promoting their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> </ul>	
<b>Additional requirements</b>	
<b>The successful candidate will have</b>	
<ul style="list-style-type: none"> <li>• A calm and organised nature.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach towards working practices.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities and empowering others.</li> </ul>	

#### Safeguarding statement

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required.*