

# Job Description and Person Specification: **School Business Manager**



<b>Grade</b>	Grade 9 Scale points 31-34 pro rata (term time + 2 additional working weeks)
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	SLT, Governors, teaching staff, support staff, parents, Local Authority, DFE
<b>Job Purpose</b>	The postholder will be a member of the Senior Leadership Team (SLT) and play an important role in the development, implementation, monitoring and maintenance of a range of services supporting the education delivery to pupils and whole school improvement. The postholder will lead in the business functions of our school, including financial management, health and safety, human resources, compliance and administration.
<b>Duties</b>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Advise and guide the SLT and governors regarding the formulation of a long /medium /short term financial (revenue and income generation) strategies for the school and to advise the Headteacher of the financial implications arising out of bids for financial assistance, general developments and proposals.</li> <li>• Prepare draft annual revenue budget(s) for approval of Headteacher, SLT and Governing Body in line with pre-determined or agreed commitment or expenditure patterns.</li> <li>• Monitor expenditure and other financial commitments against budget and manage the accounts of the school and to advise the Headteacher, SLT, or Department Heads, as appropriate, of any significant variation from the agreed financial strategy or approved budget and prepares proposals/recommendations to correct variations.</li> <li>• Report periodically to the Governing Body as to the financial position of the school and to advise as to the opportunities for further development of income generation/budgetary savings.</li> <li>• 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</li> <li>• Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.</li> <li>• Maintain the Fixed Asset register for the school.</li> <li>• Authorise the purchase of supplies and equipment within the budget and approves the purchases of Heads of Department within the financial/budgetary limitations, lettings and other uses of the school's premises in accordance with the policy of the school or approved by the Headteacher/Governors.</li> <li>• Lead and manage the financial services' staff and direct the work of such staff as required in the receipt of cash, reconciliation of accounts, orders and purchases.</li> <li>• Advise and guide the Headteacher and governors regarding the formulation of a long /medium /shortterm capital budget (capital programmes and associated income generation and self-financing projects) and strategies for school development. To advise the headteacher of the financial implications arising out of bids for capital and financial assistance, general developments and proposals.</li> <li>• Liaise with DfE, LA, charitable and/or foundation bodies and other funding bodies in assessing scope for capital construction/refurbishment bids and in consultation with the Headteacher to formulate and recommend detailed bids for approval by the Governing Body.</li> </ul>



- To be responsible for regular VAT reimbursement claims with the Inland Revenue and the efficient recording and reporting of such claims.
- Ensure compliance in relation to the Academies Handbook and School Financial Procedures and by the lead contact for the internal and external audit function. Support pupils with activities which support literacy and numeracy skills.

#### **Human Resources**

- Manage the school's payroll provision with the payroll provider, including the management of pension schemes and associated services.
- Ensure the efficient maintenance of all staff records and accurate recording of information to complete the School Workforce Reform Census returns to the DfE.
- Manage and maintain the school's Single Central Record for safeguarding.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and school policies.
- 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.

#### **Office Services and Compliance**

- Advise and guide the SLT and governors regarding the long /medium /short term strategic development of support services within the school and to advise the headteacher as to the need for specific development within discrete service areas.
- Report periodically to the Headteacher, SLT and Governors performance information, statistical information and undertake the completion of regulatory/statutory and arrange the minuting of meetings, as required.
- 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.
- Be the school's data protection lead, taking responsibility for monitoring GDPR and data protection compliance, and advising the school community on data protection issues

#### **Premises services**

- Advise and guide the Headteacher, SLT and Governors as to the general insurance, maintenance and development of the school site, premises and related services, and advises the Headteacher on bids for major capital development funding.
- Monitor the use of premises and to survey and/or to receive and act on reports from the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the school.
- To invite tenders for maintenance and services and advice the Headteacher/Governors appropriately and to monitor contractors' performance within contract, recommending termination/renewal to the Headteacher and signing off work completed to the standards determined.

#### **Leadership**

- Responsible for line-managing support staff (site, administration, premises, catering and extended services), a including carrying out long-term resource planning and managing recruitment, appraisal and professional development.

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	<ul style="list-style-type: none"> <li>• As a member of the senior leadership team, attend all leadership team meetings as required and report to governors where appropriate.</li> <li>• Attend governor meetings as required.</li> <li>• 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.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply School policies in relation to safeguarding, health, safety &amp; welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• Attend relevant School meetings as required.</li> <li>• To respect confidentiality at all times, including appropriate professional behaviour online.</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 line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding 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>• Support the wider life of the school.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.</p>

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## (E- Essential D- Desirable)

General heading	Detail	Examples
Qualifications and training	<b>E</b> <b>D</b> <b>D</b>	GSCE education to include English Language and Maths A degree or other relevant qualification, ideally in accountancy, business management or a related discipline School Business Manager Qualification
Experience	<b>E</b> <b>E</b> <b>D</b> <b>E</b> <b>D</b> <b>D</b>	Successful leadership and management experience in a school, or in a relevant field outside education Managing budgets, financial reporting, procurement and fixed assets Involvement in school self-evaluation and improvement planning Line management experience Contributing to staff development Working with children or young people
Knowledge of relevant policies and procedures	<b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b>	Expert knowledge of financial management and accounting procedures Excellent attention to detail Effective communication and interpersonal skills Understanding of data protection and confidentiality Experience of managing HR policies Knowledge of Health and Safety legislation Knowledge and experience of GDPR and Data Protection regulations
Systems	<b>D</b>	Previous use of Sage for Education or other Sage packages
Skills	<b>E</b> <b>E</b> <b>D</b> <b>E</b>	Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders Higher level IT skills High level of analytical skills
Personal Qualities	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	Demonstrate a commitment to the school vision, aims and Christian ethos, its community and the school improvement agenda Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively