



School Business Manager

## Job Description

### Job Purpose

The School Business Manager is responsible for the financial resource management/administration management/management information and ICT/human resource management/facility & property management/health & safety management and safeguarding of the schools. The School Business Manager will promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the schools' development plans. The School Business Manager will be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos within across both schools.

### General Duties

#### Financial

- Supervise the maintenance of all school accounts and financial record keeping both computerised and paper.
- \*To input payroll data and liaise with Surrey payroll on all salary issues.
- Calculate budget scenarios, following discussions with the Headteacher, to ensure best budgetary practice.
- Prepare and agree the draft and final budget with the Headteacher and Governing Body taking the School Development Plan priorities into consideration, available funding and expenditure requirements and submit to the LA.
- Use the agreed budget to actively monitor and control performance to achieve value for money and issue periodic financial reports to the Head and Governors.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Maintain a strategic 3 -year financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Maximise income through lettings and other activities, including fundraising, and investigate new sources of income.
- \*To oversee the administration and financial aspect of trips, workshops, school clubs and wraparound care
- Report to the local authority on final year end reconciliation, including preparation of the Consistent Financial Report from the final accounts.
- Ensure accurate and safe collection of all local income.
- Oversee the audit process on both delegated and any local revenue accounts.

\* To maintain and update the asset inventory

\*To assist the SENCO in preparing SEND provision mapping

## **Human Resource Management**

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
  - Ensure that all recruitment, appraisal, quality, staff development, grievance, disciplinary, whistleblowing, redundancy and change management policies and procedures comply with legal and regulatory requirements under the direction of the Headteacher.
  - Support the leadership team in the recruitment, contracts, performance management, appraisal and development for all non-teaching staff.
- \*To ensure all the appropriate safeguarding checks are made prior to employment eg DBS, medical, references
- Provide high quality advice on complex employment issues, service conditions and employment contracts to support the effective recruitment and retention of staff in consultation with the schools' external HR provider.
  - Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
  - Responsible for the maintenance and updating of the Single Central Record.
  - Responsible for the maintenance of confidential staff records within the terms of the GDPR.
- \*To prepare the annual School Workforce Census for submission
- \* To support governors in preparing the annual Schools Financial Value Standard
- \* To recommend entering into annual Service Level Agreements for finance, HR, IT and other services
- \* To maintain a register of contracts
- \* To attend meetings of the Federation Finance & Resources Committee, some of which take place outside of normal school hours

## **Premises 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.
- 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.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Maximise the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the Headteacher on appropriate insurances for the school and implement and manage such schemes accordingly.
- Draw up and manage a rolling programme of compliance inspections, maintenance and repairs.

## **Health & Safety**

- Act as the school's Health & Safety Co-ordinator.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people under the direction of the Headteacher.
- Maintain records of fire practices and alarm tests.
- Ensure the 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 under the direction of the Headteacher.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues and risk assessment to the Headteacher and Governors.
- Help to ensure the maximum level of security consistent with the ethos of the school.

## **General**

- To comply and assist with the development of policies/procedures relating to safeguarding, health, safety and security, confidentiality and data protection
- To be aware of and support the principle of equal opportunity
- To contribute to the overall ethos of the schools in the Federation
- To establish constructive and positive relationships with other agencies and professionals
- To attend and participate in training opportunities
- To attend Dorking School Partnership and bursar network meetings.