Job description: School Business Manager

The Grange Community Infant School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: SP9 (Pro-Rata - £18, 958 - £20 627.41)

Hours: 18 hours – 39.4 week

Contract type: Part-time, Permanent

Reporting to: Headteacher

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, health and safety, human resources, compliance and administration.

They will advise on and implement 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.

The role will be further defined by annual objectives, which will be developed with the role holder.

Duties and responsibilities

Leadership and strategy

- Carrying out long-term resource planning and managing recruitment.
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- 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
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents/carers
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team (SLT), attend SLT meetings as required and report to governors where appropriate

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Monitor funds from charities and compliance related to this.
- 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

- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, disciplinary and grievance policies are administered in accordance with employment law
- Lead and coordinate safer recruitment processes in accordance with school and local authority procedures, including pre-employment checks, references, vetting and DBS checks, ensuring that appropriate checks are completed and accurately recorded before staff commence work.
- Maintain oversight of DBS and other relevant vetting requirements for staff and other adults working in school, ensuring that records are maintained and any required checks are followed up and escalated to the Headteacher or Designated Safeguarding Lead as appropriate.
- Provide direct line management for administrative, operational and wraparound provision staff, including setting objectives, supporting performance and wellbeing, managing absence, and undertaking supervision and appraisal in accordance with school procedures.
- 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
- Support in managing the Early Morning Club and Afterschool Club as well as recruitment and compliance for the clubs.
- Manage contracts with external agencies to ensure compliance and effective running of the school

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Support the Headteacher and Designated Safeguarding Lead in maintaining effective safeguarding arrangements within the school's business and operational functions. Ensure that safeguarding, safer recruitment, vetting and DBS requirements are followed in accordance with school and local authority procedures, with appropriate records maintained and any concerns escalated promptly through the school's established procedures.
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Monitor the asset register

Administration

- Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

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.