JOB DESCRIPTION

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| **Job Title** | School Business Manager |
| **Reports to** | Headteacher  Board of Governors |
| **Liaison with** | Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors and Stakeholders |
| **Job Purpose** | The School Business Manager manages a diverse range of activities including finance, human resources, procurement, information technology, estate management and health & safety. A key component of the role will be assisting the SLT and School achieve its strategic objective through planning, implementation and assessing. |
| **Duties** | **Core**   * Developing, leading and managing the school’s budget ensuring that spending remains within limits * Preparation of reports for Governors including monthly overviews and five-year budget * Ownership of statutory returns e.g. BFR * Attending full governors meetings, finance and premises meetings and audit/risk meetings * Developing strategies and processes & procedures relating to finance, catering, premises, facilities and health & safety * Contribute to the strategic direction of the school and the development and implementation of the SIP * Company secretary duties – submitting accounts and statements, adding and removing directors etc. * Responsibility for the oversight of the school payroll which is administered within the school rather than through an external body * Authorisation of Pupil Premium expenditure * Oversight of the management of the school site and buildings ensuring that grounds and accommodation are well maintained * Providing overall management of the school catering service ensuring efficiency and that government expectations on healthy eating are met * Develop and monitor the school’s fire and health & safety policies, ensuring all legal requirements are observed and checked for compliance whilst maintaining all appropriate documentation * Line management of all support staff who are not directly managed by other SLT members * Development of publications and handbooks relating to school policy * The organisation and oversight of school visits, to include financial planning, risk assessment and the overall responsibility for the smooth running of all visits * Interfacing with government bodies and organisations with regards to school census information and returns * Administration of the bursary scheme in sixth form * Maintaining accurate staff training and CPD files and sending out reminders/booking courses when refresher training due * Collating and maintaining consent forms for all staff and students * Providing health & safety documentation to all staff and publishing a termly bulletin * Monthly meetings with external health & safety consultant * Accident reporting to RIDDOR and governors * Responsible for decisions on support staff vacancy requirements and assisting HR with the recruitment of staff including being part of the interview panel * Management of the school calendar |
| **General** | * To demonstrate The King Edmund School values and promises ‘In Pursuit of Excellence’ * To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * To respect confidentiality at all times * To be familiar with the school’s policies, procedures and working practices and adhere as appropriate * To undertake any training and development commensurate with the post * 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   The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

Post Holder signature .................................................................... Date ………………………………….……………

Post Holder name (in capitals)……………………………………………………… Date………………………………………………..

Headteacher signature ................................................................. Date …………………………………………………

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file*.