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| **Job Description** | |
| **Role** | **School Business Manager (SBM)** |
| **Contract** | **37 hours per week (full year including school closure periods)**  **9am-5pm (staying later as required to attend SLT)**  **20 days’ annual leaver per annum. Permanent following a successful probation period.** |
| **Reporting to** | **Principal** |
| **Salary** | **To be determined dependent on successful candidate** |

**Job Purpose:**

* The School Business Manager (SBM) is the Academy’s leading non-teaching staff professional and works as part of the Senior Leadership team (SLT) to assist the Principal in their duty to ensure that the school meets its educational aims and all resources are deployed effectively.
* Be responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, facilities management (including the PFI contract), lettings and compliance.
* 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.

**Duties and responsibilities:**

**Leadership and Strategy**

* Be responsible for line managing support staff as required.
* Oversee the management of the HR function in partnership with the Officer and HR Manager.
* Attend all leadership team meetings and report to the governing board where appropriate.
* 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.
* Develop the marketing and communication strategy for the Academy and work with appropriate stakeholders to attract and secure additional resources for the benefit of the Academy.
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing.
* 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.
* Build further links with the Local Authority, local businesses, industry and professional associations with SBM’s in other Academies.

**Financial Management and Fundraising**

* In partnership with the Principal, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds. To act as budget holder as appropriate at the discretion of the Principal.
* Submit the budget to the governing board as required.
* Attend SLT meetings and give advice specifically on financial matters, but also contribute to discussions on the general running of the Academy.
* Monitor the budget all year round, advising the Principal where revisions or changes are needed
* Ensure the school’s returns to DfE, LA, ESFA and others are completed as required.
* Prepare relevant reports for the ESFA and the auditors (internal and external).
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the Principal to make strategic, long-term decisions.
* 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.
* Monitor the expenditure of individual budget holders and prepare and produce budgets and regular up-dates for their attention.
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/admin staff where appropriate.
* Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Investigate sources of funding and apply for grants.
* Supervise the payroll, ensuring all staff are paid accurately and timely.
* Monitor, share and challenge spending of the Pupil Premium and High Needs funding.

**Facilities Management**

* Direct the effective management of the Academy site and buildings including liaison with the Facilities Management Company BAM FM, ensuring good order and maintenance of the building(s), equipment and site, reporting repairs as required.
* Advise the Principal of all matters relating to the site and its development.
* Deal with day-to-day premises issues through the line management and oversight of any appointed Academy site team
* Monitor BAM FM contract to ensure that the general maintenance plan is produced, implemented effectively and is good value.
* To identify any shortfall or failure in compliance of BAM FM to the Local Authority contact.
* Represent the Academy at all PFI meetings to ensure the requirements of the PFI contract and output specification are met by all parties.
* Research and recommend the introduction of new technology and systems and manage, implement and develop the partnership with the school’s ICT provider.
* Ensure that health and safety and risk management is managed effectively across the school, including reporting to the Principal, Governors and external agencies as appropriate.
* Organise health and safety training for staff and maintain policies as required.
* In liaison with BAM FM ensure the school is compliant with all fire risk and precaution measures.
* Ensure the school provides a health catering service conforming to statutory requirements.
* Manage and develop the Academy’s out of hours lettings of sports and school facilities including the gym, sports hall, MUGA, school hall, canteens.

**Compliance and Administration**

* Manage the Academy’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
* Monitor and update the risk register.
* Act as the GDPR lead in the school and be the first point of contact in the Academy for any matters relating to data protection.
* Ensure operational compliance with all policies, including the records management and retention policy.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Negotiate all contracts and keep under regular review to ensure best value.
* To manage the relationship and contracts with all external providers of goods and services.
* Ensure all Academy insurances are up to date and liaise accordingly in relation to any claims.

**General - The post holder will be required to:**

* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all stakeholders.
* Adhere to the Academy’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
* Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
* Work in accordance with the Data Protection Act and GDPR legal guidelines.
* Uphold the Academy’s policy in respect of safeguarding and child protection matters.
* Provide a healthy and comfortable working environment, smoking is strictly prohibited.
* Commit to promoting the ethos and values of the school and getting the best outcomes for all pupils.
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* All staff who have successfully completed a probationary period are required to participate in the performance management process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.

This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. Management reserves the right following consultation to make changes to the job description.

The job purposes and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from finance director to undertake work of a similar level that is not specified in this job description.

This post is classified as having substantial access to children and appointment is subject to an enhanced Disclosure and Barring Service (DBS) check. Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessary debar from employment – this will depend upon the nature of the offense(s) and when they were recorded

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Job Specification- School Business Manager** | | |
|  | **Essential** | **Desirable** |
| Qualifications | * An honours degree (or equivalent) ideally in accountancy, business management or related discipline * Appropriate professional qualification in School Business Management | * Evidence of further professional studies/research |
| Experience | * Previous experience working in a leadership management position * Experiences of line managing * Experience of leading department initiatives * Experience of working in a busy environment * Experience of working effectively as part of a team * Experience of proof reading/checking data for accuracy * Experience of setting up databases and spreadsheets. * Experience of working to deadlines and prioritising workloads. * Worked with children and/or young people | * Previous experience of working in an education setting |
| Knowledge / Skills | * Expert knowledge of financial management * Excellent attention to detail, accuracy and good numerical skills. * Previous use of financial systems * Excellent communication skills both orally and in writing and good presentation skills. Able to communicate clearly and effectively with all stakeholders and inspire others. * Highly competent in use of IT applications and software including MS Word, Excel and PowerPoint. * Excellent organisational and time management skills. * Ability to produce work to meet tight deadlines with minimal supervision. * Ability to deal with a large volume of enquiries from the stakeholders. * Understanding of data protection and confidentiality. | * Previous use of PS Financials |
| Personal Qualities | * A positive, professional and can do attitude. * Proactive approach. * Flexible, particularly in relation to the hours worked during peak times and month ends.  |  | | --- | | * Ability to remain calm in challenging and pressured situations. |  * Exercise a high degree of integrity and confidentiality. Can demonstrate fairness, honesty in his/her existing practice and conduct as a professional. * Polite, friendly and welcoming * The ability to work as part of a developing team and use own initiative and make a positive contribution to the team’s effectiveness. * Commitment to support the school ethos. * Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. * Commitment to the safeguarding and welfare of all pupils | * A willingness to pursue professional and personal development |