# School Business Manager



**Reporting to:** The Headteacher and SMT

**Contract:** Full time, 36 hours per week, 50.14 weeks per year

**Start date:** ASAP

**Salary:** LBR14 SCR 41-44

**Responsible for:** The Finance Department, Premises, Health & Safety Manager *(who manages the site teams)*

**Allowance:** N/A

**Disclosure level:** Enhanced

## General

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, site management, 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 members of the leadership team to focus on teaching and learning. The goal will be to ensure the successful provision of our school curriculum, within budget constraints without compromising on educational standards and opportunities.

## About Our School

Trinity Catholic High School is a large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Highly regarded in the area, we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Many of our staff are long-serving; 10 years plus, which highlights their happiness and commitment to the school. Many ex-students choose our school to support their own children because of their own positive experiences here.

The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment which are demonstrated by our excellent exam results. Trinity’s most recent Catholic Schools Inspection report (January 2020) states that “Trinity Catholic High School is an outstanding school and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood”. The report also emphasises that “Catholic life at Trinity Catholic High School is outstanding and is of the highest quality” and “Every aspect of Collective Worship at the school is outstanding".

## The successful candidate will:

## • Have a robust background in Finance.

## • Have a highly motivated, organised and positive attitude towards work • Be proactive and be able to work on their own initiative • Be professional and courteous towards others • Be able to work under pressure • Have excellent interpersonal skills and able to communicate effectively, both orally and in writing • Be able to lead a team and work effectively as part of a team.

## We can offer the successful candidate:

* An opportunity to work with an experienced Headteacher and forward-thinking and supportive Senior Leadership Team



* A pleasant environment conducive to high quality teaching and learning with friendly and motivated staff across the school
* A caring and affirming culture and ethos with a staff social committee who regularly organise events to enhance this
* Opportunities for professional development and progression including support for NPQs
* Support for staff wellbeing through access to SAS wellbeing services, including
  + 24 hour GP helpline
  + Health screening service
  + Medical support services
  + Physiotherapy
  + Counselling
* Fair allowances for staff requiring leave of absence beyond that relating to illness

**Your Application**

#### The school can only accept applications made by using the on-line TES Apply Now function or on our school application form. The completed form, along with a cover letter, should be submitted via email to [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk). You can download our application form from our website: [www.tchs.org.uk/about-us/employment/](http://www.tchs.org.uk/about-us/employment/)

* Tel: 020 8504 3419
* Email: [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk)
* Closing date for applications: 25th October 2024
* Interviews take place: shortly after

**Early applications are welcome**

Trinity Catholic High School is committed to safeguarding children. Further details of this can be found on our website <https://www.tchs.org.uk/about-us/safeguarding/>

Successful candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a satisfactory enhanced check with the Disclosure and Barring service (DBS).

Please note, due to high volumes of applications only shortlisted candidates will be contacted. We reserve the right to call applicants to interview prior to the closing date.

# Job Description



**General responsibilities**

* To promote and support the school’s vision, aims and priorities and take all decisions in line with these.
* To provide strategic support to the Headteacher and governing body on all aspects of school business management.
* 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.
* To be responsible for line-managing support staff, including carrying out long-term resource planning.
* To 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.
* To liaise with the IT and HR departments to support with smooth operations and efficiency in these areas.
* Provide reports to the Senior Management Team and Governors where appropriate.
* To undertake any necessary training to keep abreast of DfE funding and reporting requirements as well as others as needed.

**Finance**

* To manage the school’s budget and ensure it is balanced, realistic and represents an effective use of public funds.
* To ensure that spending supports the values and aspirations of the school, including that of an outstanding education and opportunities for the positive formation of our students.
* To submit the budget to the governing board and provide an explanation of this at governing board meetings.
* To monitor the budget all year round, advising the headteacher and SMT where revisions or changes are needed.
* To review and allocate budgets across the school based on requirements and communicate effectively with staff about these, maintaining a log of spending and providing guidance on where efficiencies could be made.
* To 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.
* To comply with financial reporting requirements *(including DfE submissions)* and submit statutory returns.
* To 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.
* To line manage the school’s Finance department, ensuring accuracy and efficiency of all systems.
* To liaise with the HR department to ensure that payroll is processed effectively.
* To work collaboratively with the HR department and the Director of Studies to ensure the effective deployment of staff.
* To lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
* To develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
* To find and apply for grants (such as VASCA – Diocese funding) and other potential revenue streams and manage these through to completion.
* To manage the school’s lettings offerings, ensuring these are optimal and maintain any contracts relating to these.
* To be up to date regarding financial regulations and follow these as required.
* To understand the potential financial streams available to the school (including those which must be ringfenced for particular activity) and to ensure that these are allocated efficiently.
* To arrange insurance claims as needed.

**Premises and Health and safety**

* To ensure that the school meets the DfE standards for managing school premises *(upper site, lower site and Whitbreads sports grounds)* in an efficient and legally compliant way, taking into account statutory requirements and best practice recommendations.
* To be responsible for overseeing the quality and cost-effectiveness of the catering provision across the school and the operation of relevant hospitality services at all key stages.
* Responsible for managing the school budget for sites *(E,g. repairs & maintenance, building maintenance, administration, grounds maintenance, cleaning and refuse collection)* and working closely with the Premises and H&S Manager to ensure effective use of this, delegating aspects of this budget to the Premises and H&S Manager as appropriate.
* In liaison with the Premises and H&S Manager, to supervise the effective maintenance and development of the school premises, including buildings, minibuses, fixtures, fittings and furniture, ensuring best value and compliance at all times.
* Responsible for maintaining an accurate asset register and establishing systems for the monitoring of this.
* To intervene and address any issues which are referred by the Premises and H&S Manager regarding issues with premises and health and safety.
* To oversee the Premises and H&S Manager in ensuring the school’s compliance with health and safety regulations, and effective processes and procedures to ensure the safety of all in the school including advising staff and organising health and safety training for staff as needed.

**Compliance**

* To manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
* To track all appropriate school policies and ensure they are updated in accordance with the policy review schedule.
* To liaise with the Premises and Health and Safety Manager to ensure the risk register is monitored and updated.

**Safeguarding**

* To support and contribute to the school’s Ethos and Vision.
* To keep up-to-date with national developments related to your area.
* To follow and comply with all school policies.
* To foster positive relationships across the school and in the catholic community.

**Line Management responsibilities**

To line manage the following members of staff:

* The Finance Department *(Currently 4 staff)*
* The Premises and Health and Safety Manager *(who in turn line manages the site teams)*

***Notes This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.***