

SCHOOL BUSINESS MANAGER

Job Description

Salary	Grade 8, pt 26-30 £36,124 - £39,513 / Grade 9, pt 31-36 £40,476 - £45,718 pro rata, depending on experience
Contract type	Permanent
Hours	32.5 hours per week (9:00am – 4:00 pm with 30 mins lunch), 41 weeks per year (5 Inset days plus 2 weeks)
Reporting to	Headteacher
Responsible for	Admin Team, Site Manager and Cleaning Team

JOB 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.

DUTIES AND RESPONSIBILITIES

Leadership and strategy

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- 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. Our School Vision and Values can be found here
- To use the integrated curriculum and financial planning (ICFP) management process to support School Improvement Plan decisions
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

Financial management and fundraising

- Prepare the school budget

- 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
- 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
- Ensure the Schools's Financial Value Standard (SFVS) document is complete & submitted to the Local Authority
- 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
- Manage the administration of the Warden Hill Breakfast and After School club (WHASC) including invoicing, in partnership with ASC leader
- Monitor fee income of the WHASC & report to Gov Body on variances in contrast to staffing costs
- Prepare annual accounts for the WHASC
- With Headteacher, liaise with the PTA linked to the fundraising income, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- 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, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Responsible for keeping accurate personnel records including sickness and other absences and information passed to LA.
- Report additional claims for staff & ensure payment is made correctly
- Undertake the preparation and submission of the School Workforce Census
- 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

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
- Manage the maintenance of the school site including the purchase & repair of furniture & fitting
- Monitor, assess & review contractual obligations for outsourced school services and use of the site by external bodies.
- To ensure records are kept of regular fire practices and alarm tests.
- 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

- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- To manage & maintain the schools Single Central Record (SCR) in line with Safeguarding requirements
- 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.