



School Business Manager Job Description

Scale/Grade PO3 – PO4

24hrs per week, 42 weeks per year

(Flexible working hours will be considered)

Job title:	School Business Manager (SBM)
Reports to:	Headteacher
Responsible for:	Office & HR Manager, Finance Officer, Senior Site Officer, Cleaning team and Administration staff
Core Duties and Responsibilities. <ul style="list-style-type: none">• Financial Management• Budgeting• Budget reporting to Headteacher, Governing Body and Local Authority• Payroll Management• Admin & Finance Management and Supervision.• Premises Management and Supervision.• IT Management and Supervision.• Extended Services Management and Supervision. Key External Contacts: <ul style="list-style-type: none">• Parents/ Carers.• Suppliers.• Local Authority. Key Internal Contacts: <ul style="list-style-type: none">• Headteacher• SLT• Staff• Governors	
Purpose of the job <p>The School Business Manager is the school's leading support staff professional and strategic lead as the Senior Leadership Team (SLT) member responsible for Finance, Administration, IT, Human Resources (HR), Premises, Facilities Management and Health and Safety. To ensure that all non-curriculum functions are dealt with by the appropriate staff and to support, develop and lead these staff to enable the Leadership Team and teaching staff to deliver the highest quality education to pupils.</p>	

To be accountable to the Headteacher and Governing Board for the planning, implementation and control of the school's financial processes, procedures, policies and overall financial position.

As a senior post holder, to ensure the effective operational management of the school, be collectively accountable for and make a significant contribution to the development and achievement of the school's strategic plans and targets and specifically to lead on all financial, legal and contractual matters. The School Business Manager will deal with a range of complex matters requiring good judgement and sensitivity within the application of operational guidelines.

Strategic Role

- To be proactive in advising the Headteacher, Senior Leadership Team and Governing Body of the impact of change upon the financial stability and business affairs of the school. The SBM should take a lead role in helping governors to formulate the business and long term financial strategy for the school.
- Prepare a three year budget plan and share with the Governing Body.
- To line manage the Administration Team, IT Support contract and Site Team; maintaining a culture of high expectations within the structure of performance management.
- Oversee Human Resources, Facilities Management, Admin and IT support.
- With the Headteacher, Senior Managership Team and Governing Board, to provide stability and protection, as far as possible, from unforeseen adverse changes in admissions, funding and other income and manage risks posed by the economy.
- Be responsible for Health and Safety, ensuring legislative compliance and audits are fulfilled.

Financial Management and Fundraising

- Be responsible for the school accounting function, ensuring its efficient operation according to agreed procedures, ensuring all legal and governance requirements are satisfied.
- To ensure that the school operates as cost efficiently and effectively as possible in respect of staffing, building and other costs.
- Prepare, present and monitor the annual budget, (linked to the SDP) and advise SLT and Governors accordingly throughout the year.
- Prepare and present the budget monitor to SLT and Governors throughout the year.
- Monitor all accounting procedures and resolve any problems. This includes:
 - the ordering, processing and payment for all goods and services provided to the school
 - the operation of all bank accounts, ensuring that regular bank reconciliations take place
 - the maintenance of an inventory
 - the preparation of invoices and collection of fees and other dues
- Liaise with the Local Authority team and auditors to provide detailed management reports for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.

- Be responsible for overseeing the school end of the payroll service for all school staff, liaising with the school's payroll provider regarding the correct payment of staff salaries, including the administration of claims for travel, overtime, etc
- Oversee all financial returns for the DfE, LA and other central and local government agencies accurately and within statutory deadlines.
- Be the point of contact with the DfE and other agencies with regard to grant applications, gifts and other donations.
- Be responsible for the procurement process for goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors
- Have overall responsibility for the receipt, safekeeping, banking and reconciliation of all monies received by the school.
- To lead the school's financial relationship with contractors, negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Maximise income generation within the ethos of the school, in conjunction with the Headteacher and secure bid based funding from a variety of external sources.
- To ensure that SLT and their teams apply best practice in respect of financial regulations at all times.
- Model and plan for the financial impact of changes in the funding arrangements and education policies.
- To produce, implement and monitor a Business Continuity Plan and oversee risk management, ensuring the safeguarding of all school activities.
- Ensure compliance with audit requirements including the Schools Financial Value Standard (SFVS).
- Ensure that school is compliant of all aspects of General Data Protection Regulations (GDPR), reporting back to the Headteacher and Governing Board.
- To have oversight of all Service Level Agreements
- To be responsible for ensuring that all necessary insurance policies are in place as required
- Attend governor committee meetings and full Governing Body meetings where required.
- To oversee the catering contracts and tenders to ensure best value.
- To manage the school's lettings offer
- Ensure the effective and efficient operation of the finance team, delegating tasks to finance/office staff where appropriate
- To liaise with the LA and the school SENDCO to ensure that the correct amount of High Needs funding is paid to the school
- To be responsible for the school's asset register
- To ensure that the school's After school and Breakfast club provision are financially viable
- Manage the school's capital projects
- To be responsible for the school's census and Workforce census

Human Resources

- To ensure the successful HR management of the school, including the recruitment process.
- Manage the school's payroll provision with the payroll provider, check payroll reports and complete teacher's pay statements

<ul style="list-style-type: none"> • Be responsible for personnel matters relating to all staff, including clearance of new staff – medical, DBS, references and to issue offer letters and contracts of employment. • Ensure the SCR is always up-to-date and checked annually. • As a member of SLT, to ensure the effectiveness and efficiency of all staff • Give advice to staff and governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of conduct and dismissal. • Update any relevant policies on an annual basis. • Ensure the maintenance of confidential staff records. • Advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc. • Maintain a record of staff professional development.
<p>Marketing and Liaison</p> <ul style="list-style-type: none"> • Promote Greenleaf Primary School and its profile to a range of audiences. • Ensure the website is updated • Act as an ambassador to further raise the positive image of the school in the local community. • Maintain and develop strong business relationships and professional networks. • Liaise with external organisations to secure funding for school projects.
<p>Facility and Property Management</p> <ul style="list-style-type: none"> • Produce and maintain the Asset Management Plan for presentation to Governors • Review annual risk assessments and reports to ensure safety and compliance e.g. Fire risk assessment, Water risk assessment, Asbestos management report, Condition Survey, etc. • Provide support and management of the School Site Officer to ensure safety and compliance works are completed • Manage and ensure the safe maintenance and security operation of the school premises. • Provide support and management to the SSO (School Site Officer) to ensure maintenance of the school site including the purchase and repair of all furniture and fittings. • Ensure continuing availability of utilities, fire services and equipment. • Monitor, assess and review contractual obligations (Catering, Cleaning, Site Maintenance) • Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. • Ensure ancillary services e.g. Catering, cleaning etc., are monitored and managed effectively. • Seek professional advice with regard to insurance cover and advise SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Lead on all matters related to health and safety and liaise with the schools H&S advisor • With the Headteacher and Site Team, supervise the maintenance of the 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

- Ensure that the school's health and safety policy is implemented at all times and is communicated and available to all people
- Prepare for and lead on H&S audits and implement recommendations following these audits
- To ensure that all appropriate security systems are maintained, including security of access to the system and security of information
- Through effective line management of the site staff ensure that:
 - I. All appropriate risk assessments are undertaken identify hazards and associated risks involved
 - II. Equipment for fire protections against and escape from fire are installed and maintained
 - III. Regular fire practises and alarm emergency lighting tests are undertaken and appropriate records kept
 - IV. Regular equipment testing takes place

Other duties and accountabilities

- Promote, support and ensure compliance and best practice with respect to the school's Equal Opportunities, Health and Safety Policies, Data Protection and Safeguarding.
- Attend relevant CPD training to enhance knowledge and to place the school in a position to be up to date with current legislation and best placed to secure external funding and best value for money
- Contribute to the overall ethos, vision and values of the school.
- To respect the confidentiality of all information relating to the school, pupils, staff and their families
- Liaise with the Parent-Teacher Association (PTA) to ensure school events and activities are managed in line with the correct financial procedures
- Undertake other such duties as reasonably correspond to the general character of the post and commensurate with being a member of SLT, including attending meetings and public events

Greenleaf Primary School
School Business Manager Person Specification

Candidates should provide evidence for all the essential criteria required at application

		Essential / Desirable	How assesse d
1	Qualifications and Training		
1.1	Degree or equivalent related professional qualification (qualifications below degree level will be considered if applicant demonstrates solid experience and evidence of continuous professional development).	E	A
1.2	Recognised School Business Management Qualification preferable, but not mandatory.	D	A
2	Experience		
2.1	Successful leadership and management experience in a school, or in a relevant field outside education	E	A, I
2.2	Involvement in school self-evaluation and improvement planning	E	A, I
2.3	Line management experience	E	A,I
2.4	Contributing to staff development	D	A, I
2.5	Experience of change management	D	A, i
2.6	Experience of fundraising e.g. grant application.	E	A, I
2.7	Experience of Data protection compliance procedures	E	A, I
2.8	Experience of HR, recruitment and payroll procedures	E	A,I
3	Knowledge and understanding		
3.1	Expert knowledge of financial management	E	A,I, T

3.2	Excellent attention to detail	E	A, I, T
3.3	Previous use of financial/administrative systems e.g. accountancy software, information management systems	E	A, I, T
3.4	Effective communication and interpersonal skills	E	A, I, T
3.5	Ability to communicate a vision and inspire others	E	A, I, T
3.6	Ability to build effective working relationships with staff and other stakeholders	E	A, I, T
3.7	Experience in producing reports and advising the supervisor / Head Teacher and Governors on the findings of projects / reviews.	E	A, I, T
5	Personal Qualities		
5.1	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E	A, I,
5.2	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	A, I,
5.3	Ability to work under pressure and prioritise effectively and meet deadlines	E	A, I, T
5.4	Commitment to maintaining confidentiality at all times	E	A, I,
5.5	Commitment to safeguarding and equality	E	A, I,