**Title: School Business Manager**

**Hours: 28 per week, Term-Time Only + 3 weeks (42 weeks per year)**

**Grade: PO2 (£31,300 - £33,459 per annum)**

**Line Manager: Headteacher**

**Purpose and Scope**

The School Business Manager (SBM) holds a key post of responsibility within the school. Reporting directly to the Headteacher, the SBM is responsible for ensuring all non-teaching aspects of the school run efficiently and effectively, including Finance, Premises, Administration and Resource Management. The SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute significantly to the continuous improvement of the School’s services. This will include:-

**•** The promotion of the school aims, objectives and Christian ethos

• Assisting in the monitoring and evaluation of performance and processes

• Ensuring specific day-to-day functions of the school run smoothly

• Establishing good working relationships with all stake holders and external agencies

• Responsibility for Strategic Leadership and Management /Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School

* Ensuring that the schools business processes are compliant with evolving, relevant areas of the law and statutory guidance

The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school’s learning objectives.

**Duties and Responsibilities**

**Strategic Leadership and Management**

* Manage the disciplines of finance, human resources, ICT, premises management, whole-school administration and marketing, as required
* Work closely and in effective partnership with both Diocesan (SDBE) and Local Authority departments and key colleagues with regard to all above disciplines
* Manage marketing, publicity and communications to enhance the school’s reputation
* Be committed to improving standards and the quality of provision for pupils, ensuring All Saints’ remains a highly regarded school choice in the local area
* Produce timely and fully costed proposals, ensuring they are sustainable through long-term financial plans
* Ensure an effective link between the school financial plan and the school improvement plan – necessary to meeting the standards required by auditors and achieve sustainable school improvement
* Understand the implications of government policies and educational trends and developments
* Provide strategic support and advice to the Headteacher and governing body on all aspects of school business management
* Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications
* Lead in the training and development of non-class based support staff and of all staff in relation to business processes
* Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the LA, the SDBE, the voluntary sector and national/regional organisations such as the police and health service

**Financial Resource Management:**

* Responsible for strategic planning over current year and a three-year period where financial implications occur in order for the school to make the best possible use of resources available
* Contribute to the strategic objectives of the school as detailed in the School Development Plan
* To keep abreast and advise on current government and LA financial policy and advise the Headteacher and governors where necessary and appropriate
* Working alongside the Headteacher and school’s LA financial Advisor, to formulate short (one year) and long term (three year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by Governors with regular financial updates and reports over the year
* To advise the Headteacher and governors on financial policy
* To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns (DFE, LA and other bodies as required) and operating all bank accounts, for public funds, school journeys, Nursery Funding System (FIS) and any external grants and to undertake weekly/monthly/termly/annual reconciliations as required.
* To be accountable for preparing the school for Local Authority audits, report on outcomes to Governors and create action plans where necessary
* Responsible for procurement, including contracts and liaising with external contractors and agencies
* To be a member of the Resource Committee attending meetings and full governing board meetings if required – these are often outside normal working hours
* To ensure effective monitoring systems of income and expenditure are operated. Identify and report to the Headteacher and Governors where significant variances occur and make any recommendations for action
* To undertake the accounting for the school, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, in order to receive best value for money, including the use of benchmarking tools
* To have detailed understanding of the different revenue streams and bank accounts held by the school and the associated regulations in accessing them
* Having responsibility for ensuring the banking of monies, payment of invoices, chasing monies owed to the school, and payment of casual staff and overtime
* Organise the funding of school trips and other extra-curricular activities
* To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money
* To prepare bids for capital development projects, external funding possibilities and other grants and make recommendations based on these bids to the Headteacher and Board of Governors
* To report annually to the relevant bodies on SFVS (School’s Financial Value Standard)
* Seek opportunities to generate income

**Administration and Facilities Management:**

* Responsible for the smooth running of School Lunches – including register administration and liaison with Catering Provider and parents.
* Line Manager to lunchtime meals supervisors (including support staff), premises manager and admin staff
* Carrying out Census and School Workforce census
* IT Management, including being nominated LGfL contact
* Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
* Ensure contingency plans are in place in the case of technology failure
* To recommend, establish and maintain computer-aided administration, including SIMS and FMS which supports all the general work in the school, including statistical analysis, in conjunction with the LA; ensure that the pupil database and other pupil records are properly maintained and regularly updated by monitoring the admin officer responsible for that role.
* Responsible for data protection and GDPR ensuring all practice is compliant
* Ensure and monitor effective communication with parents through online system

**Premises, Health & Safety Management**

Working in conjunction with the Premises Officer as appropriate:

* As SBM in a VA school, effectively manage all aspects of the school site and premises in accordance with the SDBE procedures and regulations;
* Responsible for Buildings Maintenance and facilities management, in liaison with the Premises Manager and Resources Committee, the LA and Diocese;
* Develop and maintain a disaster recovery strategy to include a detailed plan
* Manage and maintain the asset and risk register and take appropriate actions when required
* Manage the letting of the school premises to outside agencies
* Ensure the security operation of the school premises;
* Act as the Health & Safety Co-ordinator and Fire Officer;
* Plan, instigate and maintain records of fire practices and alarm tests;
* Ensure the written health & safety policy statement is clearly communicated to all staff;
* Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
* Ensure systems are in place to enable the identification of hazards and risk assessments;
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive

**Personnel and Human Resources Management**

* Be responsible for ensuring effective procedures are in place to meet the LA and Diocese’s regulations in relation to all personnel matters relating to staff.
* Provide a confidential, effective and efficient personnel service to all staff in line with the school’s adopted policies and procedures.
* Be responsible for the administration of all personnel matters including recruitment, retention, contracts of employment, absence returns and payroll for all staff.
* Be responsible for the secure maintenance of manual and computerised personnel records
* Be responsible for managing staff absence, including the booking of supply staff.
* Update and review HR policy and procedure and advise governors on HR practice, their policy and implementation

**Admissions**

* Lead the administration of admissions (as the admissions authority) for the Nursery and Reception to Y6 classes, including adherence to the school’s admission policy.
* Lead the way in which in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.

**Safeguarding Children**

* To be fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the SBM’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the SBM’s role.
* To ensure that the Headteacher/DSL is made aware and kept fully informed of any concerns which the SBM may have in relation to safeguarding and/or child protection.