

**SCHOOL BUSINESS MANAGER**

**JOB DESCRIPTION**

# Purpose of the Job

The School Business Manager will be responsible for overseeing the day-to-day administrative, financial, HR and premises functions of the school. This role ensures the effective operation of school administration; supports financial planning and management. The role also ensures compliance with relevant policies and procedures and plays a critical part in managing budgets, processing financial transactions, and maintaining efficient office operations to support staff, students, parents, the Parent Teacher Association and wider community. The SBM is a member of the school’s leadership team.

# Duties and responsibilities

Leadership and strategy

* 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.
* Be responsible for line-managing support staff including carrying out long-term resource planning and managing recruitment, appraisal, absence and professional development.
* 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, agencies, volunteers etc.
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing.
* Take all decisions in line with the vision and values of the school, and encourage others to do the same.
* As a member of the senior leadership team, attend relevant leadership team meetings and report to governors where appropriate (P+R Committee and FGB).

Financial management, fundraising and marketing

* In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds.
* 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.
* Advise the headteacher and governors on financial policy, preparing proposals, including devolved capital bids, for particular projects and developing a business plan (long- term financial strategy) for the future development of the school.
* Submit the budget to the governing board.
* Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
* Comply with financial reporting requirements, submit statutory returns and complete evidence to meet Schools Financial Value Standards for governors.
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
* Be a catalyst for driving efficiencies across the school, and identify opportunities to improve value for money.
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
* Develop work specifications and manage service contracts and LA Service Level Agreements.
* 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.
* Secure funds to which the school is entitled, such as EHCP funding; act as point of contact with central and other agencies about grant applications, gifts and other donations.
* Prepare and secure bid-based funds and grant funding by effective use of systems and contacts.
* Work with the PTA to develop and implement the school’s fundraising and income generation.
* Maximise income generation within the ethos of the school and ensure value for money principals are adopted.
* Manage the letting of the school premises to outside organisations and school community, and the development of extended schools’ activities with particular reference to the local community.
* Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
* Ensure an effective marketing and communications strategy for the whole school, lead, develop and regularly review a clear and consistent brand, including guidelines.
* Promote the school to different audiences and raise the profile within the local community.

Human resources

* Lead and manage on personnel matters relating to all staff including all aspects of recruitment including employment clearance, contracts of employment and absence management.
* Be responsible for the creation and implementation of recruitment, induction, appraisal, professional development, training and mentoring systems for all Admin, Premises, Senior Meals Supervisor and Breakfast Club Staff.
* Induction of all new staff.
* Ensure payroll information, including overtime and unpaid hours, is supplied to the LA payroll department, review LA salary and payroll reports.
* Provide advice on employment law issues and lead and advise senior leaders on key negotiations with trade unions and employee forums on a range of HR issues. Seek professional advice where appropriate.
* Analyse workforce planning and proposed staffing models in alignment with the School Development Plan and projected budget.
* Update and review HR policy and procedure advising governors on HR practice and policy their implementation.
* Ensure that effective Codes of Practice are adopted, disseminated to staff and procedures observed
* Responsible for booking and deployment of agency staff and the re-deployment of existing staff to cover absences as necessary.

Safeguarding, Compliance and Policies

* Ensure all staff, volunteers, agency and contractors are vetted appropriately.
* Ensure staff records are up to date and maintain a single central record of staff, governors, contractors and volunteers working at Alderbrook Nursery & Primary School.
* Ensure compliance with school policies, especially those related to data protection (GDPR), finance, premises, and health & safety. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection lawMaintain and update records related to safeguarding, risk assessments, and employee checks (such as DBS certificates).
* Support in ensuring adherence to legal, financial, and procedural standards and reporting set by the school, local authorities, and the Department for Education, including School Census and School Workforce Census.
* Obtain the necessary licences and permissions and ensure their relevance and timeliness.

Health and safety and Premises

* 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;
* Ensure Health and safety training for staff and lettings.
* Draw up outline specifications for building work, obtaining tenders, obtaining planning permission, and liaising with premises officer, building contractors and architects where relevant.
* Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development.
* Develop a disaster recovery strategy to include a detailed plan.
* Develop and manage an effective asset management plan to optimise learning outcomes across the school.
* Develop and maintain a risk register and implement risk manage and loss prevention strategies.
* Oversee the management of ICT administrative function including the school ICT facilities, photocopiers and telephones, review the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system.
* Act as keyholder in the absence of Headteacher and Premises Officer.

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.

**Confidentiality**

You are expected to treat all information acquired through your employment both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the Council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Key Organisational Objectives**

The post holder will contribute to the school’s objectives in service delivery by:

* Their enactment of Health and Safety requirements and initiatives as appropriate
* At all times operating within the school’s Equal Opportunities framework
* Implementing Customer Care and Quality initiatives
* Contributing to the maintenance of a caring and stimulating environment for pupils
* Contributing to the school’s vision.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at interview.

Because this post allows substantial access to children, candidates must have full clearance from the Disclosure and Barring Service (DBS).

PERSON SPECIFICATION

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| **CRITERIA** | **ESSENTIAL** | **Essential** | **Desirable** |
| **EXPERIENCE**  (Relevant work and other experience) | Several years’ experience working in a educational or business environment managing complex financial, HR and administration systems. | √ |  |
| Experience of management information systems | √ |  |
| Experience of Arbor and Access software systems |  | √ |
| Experience of generating income |  | √ |
| A working knowledge of facilities management including Health & Safety legislation | √ |  |
| Experience of working effectively with a wide range of external partners | √ |  |
| Proven experience of designing and implementing robust financial management processes and controls | √ |  |
| Proven experience of leading and motivating a team | √ |  |
| **SKILLS AND ABILITIES**  (E.g. Written communication skills, dealing with the public) | The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others | √ |  |
| Understanding of the education funding landscape and context. |  | √ |
| Ability to manage the school budget both on a strategic and day to day level |  | √ |
| Able to apply a pragmatic approach to strategic planning | √ |  |
| Able to work methodically and accurately under pressure | √ |  |
| The ability to lead, organise and motivate a team | √ |  |
| Proficiency in using office software especially Excel | √ |  |
| Proficiency in using Google forms |  | √ |
| Strong commercial awareness | √ |  |
| An understanding of the principles and practice of risk management | √ |  |
| Proactive, innovative approach and constantly looking for improvement | √ |  |
| The ability to be flexible and positive, loyal, dedicated and trustworthy | √ |  |
| An ability to establish and develop positive relationships | √ |  |
| Calm under pressure and able to reconcile conflicting priorities, has energy and is resilient | √ |  |
| Experience in HR procedures and processes, such as recruitment, contracts, attendance, absence | √ |  |
| Ability to work with external agencies, such as the local authority, to seek professional advice | √ |  |
| Ability to produce and adopt long term financial plans up to three years ahead. | √ |  |
| Experience of income generation through lettings and an awareness of managing contracts and relevant safeguarding paperwork |  | √ |
| **QUALIFICATIONS** | Relevant qualification in one or more of the following areas – School Business Management, Finance or HR |  | √ |