School Business Manager Job Description **(Revised May 2018)**

**Grade:** PO3 – PO6 (£38,403 - £50,184)

**Purpose of the Job**

To assist the Head Teacher in ensuring that the school meets its educational aims, and is supported by efficient administration and sound finances.

The School Business Manager is responsible for the Finance and Administration, Management Information systems and ICT, Human Resource Management, Premises Management and Health & Safety Management of the School.

As a member of the school’s Leadership Team, responsible to the Head and Governing Body for the planning, development and monitoring of financial and support services and improving administrative and financial processes and functions so the school remains fit for purpose.

**Main Responsibilities**

**1. Financial Management**

* Maintain a thorough system of internal financial controls and procedures in accordance with Wandsworth regulations and in line with audit recommendations.
* Manage the schools accounting system, ensuring monthly financial reports for expenditure and income are provided to the Governors Resources Committee members.
* Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
* Maintain accounting for School Fund and School Journey and produce end of year accounts for both.
* Oversee the proper collection, reconciliation and banking of all income.
* Compile of evidence to meet the Schools Financial Value Standard (SFVS) for Governors.
* Ensure best value on contracts, supplies and services is achieved.
* Ensure the financial administration for orders, receipt of deliveries and payment of invoices have clear separation of duties in line with the schools procedures.
* Negotiate large contracts for services or large items of expenditure, in collaboration with the Head and Governors and fully document the process.
* Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
* Identify additional finance required to fund the school’s proposed activities
* Seek and make use of specialist financial expertise
* Maximise income through lettings and other activities
* Present timely and fully costed proposals, recommendations or bids
1. **Strategic Financial Planning**
* Participate and contribute to strategic decisions made with the Leadership Team and Governors to make the best possible use of the resources available.
* Prepare the annual budgets for the Head’s and Governors approval, so that the school financial resources are maximised.
* Provide financial analysis and regular reports to the Head, Governing Body and Managers on projected income and expenditure against the school’s budget plans to ensure budgetary control.
* Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets

**3. Personnel**

* Participate in the selection process for admin, finance and premises staff and ensure there is a comprehensive induction to the school and financial systems and that newly appointed admin staff are appropriately supported.
* Complete all pre and post-employment checks.
* Complete paperwork for all starters and leavers.
* Liaise with Recruitment Agencies to ensure supply staff have relevant checks in place
* Support the Headteacher with implementing the sickness code, disciplinary procedures and performance management issues.
* Check monthly payroll report to ensure staff are being paid correctly.
* Update and review statutory policies and make available to all staff and governors.
* Act as line manager for the administration and premises teams taking responsibility for monitoring the quality of their work and undertake appraisals for designated staff and ensure that their professional development needs are met.
* Ensure the school’s equality policy is clearly communicated to all staff in school
* Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
* Monitor the way policies and procedures are actioned and provide support where necessary
* Seek and make use of specialist expertise in relation to HR issues
* Evaluate the school’s strategic objectives and obtain information for workforce planning

**4. Premises Management**

* With the Premises Manager ensure that Health and Safety requirements are met.
* Ensure procedures for testing systems and equipment meet legal requirements.
* Discuss and plan remedial working following safety inspections.
* Advise Governors and staff on the financial and budgetary implications of all building works, improvements and capital schemes.
* Maintain a 5 year maintenance plan.
* With the Premises Team plan and implementation premises projects including tender and contract documents.
* Liaise with contractors when required to enable the work to progress and ensure works run to time.
* Act as the school’s Health & Safety Co-ordinator.
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all people
* 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
* Enable regular consultation with people on health and safety issues
* 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 Head Teacher, Governors and where appropriate the Health & Safety Executive via the Local Authority
* Ensure the maximum level of security consistent with the ethos of the school
* Ensure the safe maintenance and security operation of all school premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Ensure the continuing availability of utilities, site services and equipment
* Follow sound practices in estate management and grounds maintenance
* Monitor, assess and review contractual obligations for outsourced school services
* 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
* Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
* Seek professional advice on insurance and advise the Governors on appropriate insurances for the school and implement and manage such schemes accordingly.

**5. Management Information Systems and ICT**

* Manage the admin ICT infrastructure. To include ICT replacements for the future and take into consideration a disposal strategy.
* Manage the school’s administrative and financial software systems.
* Oversee the databases and the preparation and presentation of data required within the school, by the LA and by outside agencies.
* Complete School Census and Work Force Census returns.
* Manage email accounts on LGFL.
* Ensure financial data is produced for the school website (use of Pupil Premium & Sports Grant funding)
* Consider approaches for existing use and future plans to introduce or discard technology in the school
* Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
* Establish systems to monitor and report on the performance of technology within the school
* 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

**6. Other**

* Develop and manage the extended services offered by the school, such as pre- and after-school childcare facilities and after-school activities
* Promote the school to different audiences and raise the profile within the local community.

**7. Safeguarding**

* Be fully aware of and understand 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 role within the organisation. To also be fully aware of the principles of safeguarding as they apply vulnerable adults in relation to the role.
* Carry out Safeguarding induction of new staff

**School Business Manager Person Specification**

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|  | Essential | Desirable |
| Qualifications | * Good general education.
* CSBM
 | * DSBM

or* Business Management or relevant Finance Degree
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| Basic Skills | * Effective problem solving
* Effective communication with a variety of stakeholders
* Well-developed analytical, strategic planning and organisational skills,
* Excellent time and priority management and the ability to meet tight deadlines
* High level of personal integrity
* Able to handle emergency situations keeping calm under pressure
* Excellent interpersonal skills
 | * Understanding, commitment and enthusiasm for education
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| Finance | * Highly numerate and accurate
* Experience of School FMS
* Able to prepare a budget plan
* Able to prepare and present financial data and evaluate, clarify and explain.
* Able to maintain good financial practice
* Experience of School FMS
 | * Knowledge of Schools Financial Value Standards (SFVS)
* Understanding of local authority payroll structures and administration
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| Personnel | * Understanding of safeguarding and child protection
* Understanding of the local authority and teaching personnel structures
* Experience in performing pre and post-employment checks
* Understanding Able to motivate and lead the administration team
* Comfortable with directing and co-ordinating the work of others
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| ICT | * Skilled in the use of Microsoft Office and particularly Microsoft Excel and Word
* Experience of a School MIS (SIMS), Sims FMS
* Natural aptitude for working with ICT systems
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| Premises, Health & Safety | * Procurement skills obtaining best value
* Knowledge of Health and Safety relevant to a school environment
 | * Experience of premises and grounds maintenance administration
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