

## Job Description

### School Business Manager

#### Job details

**Job title:** School Business Manager

**Salary:** PO3 (£37,890 - £40,876 plus London Weighting £1,978)

**Hours:** 36 hrs per week

**Contract type:** Full-time 52 weeks

**Reporting to:** Headteacher

**Responsible for:** Admin, Premises, and catering Team

#### Main 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
- As a member of the senior leadership team, attend key leadership team meetings and report to governors where appropriate
- To have overall responsibility for the line management and appraisal of administrative and catering team
- 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
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Complete all census returns to the DFE
- Induct new staff
- Take part in all whole school initiatives and events
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

##### Financial management and fundraising

- 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 and attend termly meetings



- 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
- 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
- Develop and implement the school's fundraising and income generation strategy, 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 and develop the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Ensure that the schools insurance cover is up to date and effective

#### **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
- Advise on HR issues within school and liaise with the external HR provider
- In partnership with the headteacher 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
- 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
- With the office manager 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
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- Keep Single central record up to date

#### **Catering**

- Ensure the catering provision is of high quality and offers value for money including quality of meals, hospitality and overall service



- Ensure the cashless system is run effectively and no debt is occurred

#### **It Support**

- With IT provider ensure that the school's IT systems are well maintained and designed to enhance teaching and learning within the school
- With the IT provider plan and have oversight for any IT projects and maintenance updates to ensure systems and equipment are fit for purpose
- Ensure the website is complainant and updated regularly
- To ensure the school has appropriate licences in place

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.

The school is committed to safeguarding and promoting the welfare of children, an enhanced Disclosure and Barring service check will be carried out prior to confirming an offer of appointment.

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.