

Chief Executive Officer:  
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NPQH



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## Job details

**Job title:** School Business Manager

**FTE Salary:** £30,451 - £38,890 (equivalent B2 Spine Point 26 - 35) Full time; Permanent Contract

**Hours:** 30 hours

**Contract type:** Part time – Permanent (42 weeks)

**Reporting to:** CEO

**Responsible for:** Financial Management for The Pilgrim Multi Academy Trust

## Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our schools, including central financial management, an overview of health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the schools to operate effectively and efficiently, and that allows other members of the leadership teams to focus on teaching and learning.

They will act as the CFO for the Pilgrim Multi Academy Trust.

## Duties and responsibilities

### Leadership and strategy

Be responsible for supporting and liaising with individual school's administration staff to set up systems for purchasing and procuring as a MAT wherever possible.

Under the direction of the CEO, lead on all financial matters in the Trust, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.

Attend finance meetings of the Board of Trustees, attend leadership team meetings (when required), liaising with the clerk and report to governors where appropriate.

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 MAT and encourage others to do the same

Implement a marketing plan for the schools, which utilises the MAT and individual school's website, signage, the prospectus, and communications with current and prospective parents



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 CEO and Headteachers, manage the schools' and Trust budgets and ensure it is balanced, realistic, and represents an effective use of public funds

Present the budget to the LGBs for recommendation to the Board of Trustees

Monitor the budget all year round, advising headteachers where revisions or changes are needed

Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Board/CEO/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

Handling buying and invoicing systems for all schools and the MAT

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

Oversee the individual school's lettings offer

Ensure the effective and efficient operation of the finance, delegating tasks to office staff where appropriate.

### **Human resources**

Manage the Trust's payroll provision with the payroll provider

Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

### **Health and safety**

Organise and book any required health and safety training for staff

Complete IDAMs online asbestos declarations and ensure that asbestos management is up-to-date and risk assessments in place

### **Administration**

Support the data protection officer with ensuring data protection compliance and helping the MAT's community understand how to comply with data protection law

### **Other areas of responsibility**

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



## Person specification

Criteria	Qualities
<b>Qualifications</b>	<p>A degree - ideally in accountancy, business management or a related discipline)</p> <p>A school business management qualification e.g. level 4 diploma or AAT</p> <p>(Training for the required qualifications will be supported if the candidate requests it)</p>
<b>Experience</b>	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Knowledge of finance systems</p> <p>Contributing to staff development in respect of finance</p>
<b>Skills and knowledge</b>	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of financial systems</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>
<b>Personal qualities</b>	<p>Commitment to promoting the ethos and values of the MAT and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the MAT</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>

### Notes:

This job description may be amended at any time in consultation with the post holder.

**Last review date:**

**Next review date:**

**CEO/line manager's signature:** \_\_\_\_\_



**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

