



School Business Manager

KEY DUTIES & RESPONSIBILITIES

Leadership and Strategy

Advise 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. Assist the Headteacher in calculating costs of items for inclusion into the School Development Plan, to ensure its effectiveness.

Advise on the implementation of school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.

Work with the Headteacher / SLT to formulate the annual budget and undertake financial planning, formatting salary proposals in line with the School Development Plan.

Support the Headteacher in a consultative and administrative capacity in matters of finance and school administration, to provide an objective and informed view to aid decision making.

Take all decisions in line with the visions and values of the school and encourage others to do the same.

Financial management

Develop and implement financial procedures and oversee all financial transactions / activity within the school (eg requisitions, orders, invoicing, corporate card activity, banking and accounting entries); prepare, implement and reconcile all financial transactions relating to the school's income and expenditure, to ensure compliance with legal requirements and KCC Financial Regulations.

Prepare the annual budget / Three Year plan for review with SLT and approval by the Governing Body. Maintain, manage and monitor the budget and present regular management reports including variance analysis, to ensure efficient and effective control of income and expenditure. Reforecast the Three Year Plan during the year to highlight any future potential issues and advise the Headteacher and governors of any revisions required.

Complete benchmarking analysis in line with DfE guidance.

Complete monthly VAT returns, annual returns and other statutory financial returns.

Manage procurement within the school, including contract management and compliance to contractual conditions, ensuring value for money.

Manage the financial management system, undertaking financial analysis on current and future variations in income, expenditure and cash flow management trends, to inform school-wide decision making and to keep governors fully informed.

Develop and maintain systems and procedures to incorporate new financial initiatives eg booster classes, to ensure the school is able to make best use of additional monies.

Prepare and implement business plans to ensure strategic development of the school to a high standard, measurable by internal and external criteria.

Maximise funding for the school through identifying income streams; proactively research and apply for grants.

Ensure the school complies with all statutory requirements from the DfE, KCC, Governing Body and other audit based agencies, providing advice on these to other staff and the SLT where necessary.

Negotiate contracts and tenders to ensure the most efficient use of resources, to ensure best value for money at all times.

Effective management of all capital expenditure to ensure best value is obtained, on time and within budget.

Personnel matters

Assist the Office Manager with personnel related processes to ensure all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy, KCC policy and legal requirements.

Undertake monthly payroll reconciliations, to ensure all staff are paid correctly; liaise with the payroll provider to make any changes.

Ensure annual performance related pay reviews / awards are implemented correctly through liaison with the payroll and HR providers.

Premises

Maintain the high standard of the school premises – program any works necessary and liaise with KCC for any matters which are landlord responsibility.

Be responsible for Health and Safety issues within the school and how they impact on pupils, staff and visitors to the school.

Manage the school's compliance with health and safety regulations and statutory requirements and put in place processes and procedures to ensure the safety of all in school.

Organise health and safety training for all staff.

Manage the school lettings, including all payments.

Other Administration

Act as the Data Protection Officer for the school and lead on all matters relating to GDPR.

Maintain an asset register.

Maintain the financial risk register.

Carry out general office duties as needed.

Assist Headteacher with line management of the Premises staff.

Work with Governors on monitoring visits / audits and attend Governor meetings where required.