

## JOB DESCRIPTION

**Job Title:** School Business Manager (SBM)  
**Report to:** Headteacher  
**Grade:** KR10-KR11 (£36,866 - £49,323)



**Leads and Manages: School Office, Finance Administration, Pupil Admin Team, Site Manager and assistant, IT Network Manager.**

To provide the overall strategic and operational leadership and management of the School's finances and other core business services. a role which involves being a key member of the Senior Leadership Team.

The School Business Manager is responsible for the strategic development of all business, financial, administrative, operational and facilities aspects of the school and will play a pivotal role in ensuring that Nexus continues to provide an excellent education to its students.

### **General responsibilities**

1. To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems and controls.
2. To have overall responsibility for other core business services including ICT, HR, premises, catering, lettings and administration in order to facilitate creating an outstanding educational environment for the students.
3. To have overall responsibility for the line management and appraisal of administrative and support staff.
4. To ensure that the administrative support for school governance is carried out to a high standard.
5. To be part of the senior leadership team and to work alongside the rest of the senior leadership team and Governing Body.
6. To promote the School's ethos and support School initiatives and policies.
7. To stay up-to-date with the developments in the education sector and local community.

### **Financial responsibilities**

1. To develop and implement the School's financial strategy and to carry out financial modelling allowing the Headteacher and the Governing Body to make well-informed strategic decisions.
2. To be responsible directly to the Headteacher and the Governing Body for all financial and accounting procedures and reporting, including monthly budget monitoring and annual statement of accounts.
3. Ensuring that a full reconciliation is undertaken once a month for all bank accounts.
4. To develop, implement and maintain the operation and compliance of financial controls, standards and systems.
5. Monitoring of payments of salaries, ensuring that the required returns are completed to deadlines (e.g. superannuation, taxation and NI)
6. To prepare and maintain the budget, financial plans and forecasts of income and expenditure to facilitate the management of the School.

These duties may be varied at the reasonable discretion of the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.

## JOB DESCRIPTION

**Job Title:** School Business Manager (SBM)  
**Report to:** Headteacher  
**Grade:** KR10-KR11 (£36,866 - £49,323)



7. To complete necessary financial returns, bids and grant claims ensuring all streams of revenue are fully secured and accounted for.
8. To source additional strands of funding in order to strengthen the School's financial position.
9. To be responsible for the production and maintenance of the School's asset register.
10. To negotiate, manage and monitor tenders, contracts, licences and service level agreements to ensure effective and high quality delivery of services to the School and value for money.
11. To ensure the School's insurance cover is up to date and effective.
12. Preparation of invoices for fees and lettings.
13. To act as cost centre manager for specific budget areas and provide advice to the School staff on financial matters such as budgetary controls.
14. To maintain the School accounts in accordance with legislation, Education Funding Agency and Department for Education guidance.
15. To manage other staff in the operation of the School's finances.

### **Premises management**

1. To take the lead responsibility for the School's site and buildings including their maintenance, security, development and furnishing.
2. To report to the Headteacher and the Governing Body on the premises issues and make recommendations on the spending on repairs and any capital works.
3. To prepare all paperwork in respect of EFA Capital bids, liaising with architects, surveyors, contractors etc.
4. To liaise with external contractors with regards to building maintenance works.
5. To ensure that the energy consumption is monitored and saving measures are in place.
6. To oversee the preparation of an annual plan of building maintenance and forecasts of any capital works.
7. To manage and drive income from the School facilities and any other revenue sources.
8. To take the responsibility for the management of lettings.
9. To manage the premises budget ensuring value for money.
10. To have oversight of both Nexus Tonbridge and Nexus Wouldham, and any future premises.

### **Health and safety**

1. Act as the School's Health and Safety Officer and Fire Officer; ensure that all health and safety legislation, policies and procedures are adhered to.
2. To prepare and update the School emergency plan and risk analysis.
3. To take part in regular health and safety risk assessments visits and reviews.
4. To ensure that First Aid requirements are in place for staff and student safety including keeping an up-to-date register of First Aid treatments, accident logs and training of First Aiders.
5. To make arrangements for appropriate health and safety training to take place.

These duties may be varied at the reasonable discretion of the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.

## **JOB DESCRIPTION**

**Job Title:** School Business Manager (SBM)  
**Report to:** Headteacher  
**Grade:** KR10-KR11 (£36,866 - £49,323)



### **Catering**

1. To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service.
2. To ensure cashless catering system is run efficiently including support for parents and cost control.

### **IT support**

1. To have overall responsibility for IT to ensure staff and students are efficiently supported on a timely basis.
2. To have overall responsibility for ensuring that the School's IT systems are well maintained and designed to enhance the teaching and learning within the School.
3. To have overall responsibility for the planning and oversight of any IT projects and maintenance updates to ensure the IT systems and IT equipment are fit for purpose and that there is no unnecessary interruption to the teaching and learning.
4. To ensure e-safety policies and procedures are in place and adhered to.
5. To ensure that the school website is compliant with current requirements.
6. To have overall responsibility for ensuring that the School's IT systems are secure and protected against any potential cyber-attacks.
7. To ensure the School has all appropriate IT licences in place.

### **Other duties**

1. To ensure that the School complies with Data Protection, Copyright and Freedom of Information legislation.
2. To work with the Chair of Governors and Headteacher to ensure that the School complies with its statutory obligations.
3. To ensure confidentiality of records and information is maintained.
4. Produce the school's workforce return.
5. To take part in whole-school training programmes and be responsible for their own professional development.
6. To induct and train new support staff.
7. To collaborate with all other relevant members of the staff.
8. To comply with the School's Equal Opportunities Policy.
9. To take part in whole-school initiatives and events.
10. To attend relevant meetings (e.g. Governing Body meetings) as required.

These duties may be varied at the reasonable discretion of the Headteacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.