



## **Job Description:**

### **School Business Manager Smeeth Community Primary School**

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The School Business Manager (SBM) is responsible for managing the operation of the business functions of Smeeth Community Primary School, including day to day financial processes and the management of the school's budget, ensuring it is always balanced, and for the administration of Personnel duties, including recruitment, and administration of school support services.

#### **Key duties and responsibilities:**

Broadly, this role delivers on three related attributes of the school functions. These are compliance, monitoring and control and supporting administration.

#### **Financial Services**

##### **Management:**

1. Responsible for all financial processes whilst ensuring correct accounting for all funds are in line with KCC protocols.
2. Financial planning process and advice to the senior leadership team and Management Committee.
3. Daily review and control of the budget and issuing all management reports.
4. Execution of all purchasing activities, including equipment, consumables and services, monitor licenses, insurances and contracts.
5. Oversee the school's bank account on a day-to-day basis, ensuring money is banked and clear records are kept.
6. Comply with financial reporting requirements and submit statutory returns.
7. Ensure appropriate financial and wider school policies and Risk Assessments are kept up to date.
8. Take active steps to reduce and limit spending, by comparing prices, reviewing contracts and re-negotiate service agreements with external providers.

## Personnel and Administration Services

### Administration:

1. Manage the school's website, ensuring it is kept up to date at all times.
2. Ensure regular communications between parent, staff and the school are sent, which includes, but is not limited to, the bi-weekly newsletters, advertising of clubs, creating parent evening invitations and programs for school events where needed.
3. As a Safer Recruitment Officer, ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
4. Ensuring school information management systems are accurate at all times.
5. Responsible for maintaining and completing personnel files in line with safer recruitment protocols and submission of statutory returns.

### Management:

1. Manage and ensure all personnel administration and documentation is accurately completed, including absences, staff expenses and additional hours.
2. Manage all DBS checks.
3. Develop and maintain recording of personnel on the Provision's Single Central Record to an Ofsted standard.
4. Ensure GDPR compliance with regards to staff records.

### Monitoring and Support:

1. Advise on HR issues within school and liaise with the external HR provider.
2. Ensure and develop the appropriate policies relevant to school support functions.
3. Health & Safety reporting.
4. Book CPD for staff.
5. Support the Headteacher in a consultative and administration capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making.

*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 postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*

### Safeguarding Statement:

- Adhere to the requirements as set out in the current version of KCSIE
- Attend and complete all Smeeth Community Primary School training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## Person Specification:

<b>MINIMUM</b>	
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>• GCSE education to include English and Maths (or equivalent)</li> <li>• Knowledge and skills equivalent to national qualifications Level 3-4 Diploma (or equivalent) or having or willing to work towards the Certificate or Diploma of School Business Management.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous use of FMS or equivalent account software</li> <li>• Previous use of Arbor (MIS)</li> <li>• Proven financial management experience</li> <li>• Experience of the Local Authority budget planning software (BPS)</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge and experience in financial procedures in a school or in a relevant field outside education (essential)</li> <li>• Knowledge of Schools Financial Value Standard (SFVS)</li> <li>• Personnel procedures and employment legislation</li> <li>• HR Policies/Codes of Practice</li> <li>• Knowledge of school procedures/policies, KCC regulations and compliance requirements</li> <li>• Awareness of Data Protection (GDPR) and confidentiality issues</li> <li>• A high level of interpersonal and communication skills to discuss budget and personnel issues</li> <li>• Be able to give advice on financial issues linked to the school's budget</li> <li>• A flexible and efficient attitude</li> <li>• Computer literate</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Assured manner and professional ethos</li> <li>• Commitment to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Must be committed to the safeguarding / child protection issues and promote the welfare of children</li> </ul>