



NAME:

SCHOOL	Whitfield Aspen School
JOB TITLE	School Business Manager
GRADE	KSH - KSJ (depending on experience)
RESPONSIBLE TO	Headteacher, Heads of School
LINE MANAGER	Headteacher

Purpose of the Job:

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.

Key duties and responsibilities:

Leadership and strategy

- Be responsible for line-managing site management and administration teams, 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
- Implement school-wide change and allocate resource 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 communication 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
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

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Financial Management and fundraising

- In partnership with the Headteacher, manage the school's budget and ensure it is balance, realistic and represents an effective use of public funds
- Submit the budget to the Governing Body
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed and meet with Governors regularly to support their budget monitoring responsibilities
- Forecast future years' budgets, based on the school's estimated funding, pupil numbers and trends in expenditure, to enable the headteacher to make strategic, long-term decision
- Forecast future year's budgets relating to the SMILE training centre
- 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 ensure value for money
- Manage the school's building facilities including maintaining accurate records of the asset register and reporting regularly to the Governing Body
- Manage and oversee the school's lettings offer
- Advise the Headteacher and Governing Body if fraudulent activities are suspected

Human Resources

- Oversee the school's payroll provision with the payroll provider
- Support with all HR activities, including staff recruitment, contracts and staff wellbeing.
- 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 and the school's HR Lead
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Act as line manager for allocated staff, completing appraisals and ensuring effective working
- Maintain safeguarding records of all staff on Single Central Record portal

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Health and Safety

- With the Headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance and 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
- Work with Site Manager to ensure staff have appropriate ancillary training e.g. Health and Safety, manual handling, food hygiene

Compliance

- Manage the school's compliance and statutory obligations, and advise other on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Liaise with ICT Technician to ensure contingency plans are in place to meet the requirements of the school's Business Continuity Plan

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 efficient 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

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

All employees of Whitfield School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.

Signed:
Headteacher

Date:

Signed:

Date:

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Person Specification: Business Management

	CRITERIA
Qualifications and training	As a school, we welcome qualifications in finance and would be happy to discuss these on a tour and/or through our interview process. However, what we are really looking for is a person who has current school business management experience.
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children and young people</p>
Skills and knowledge	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of school financial management tools such as SIMS, BPS, FMS etc.</p> <p>Effective communication and interpersonal skills</p> <p>Ability communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p>
Personal qualities	<p>Commitment to promoting the ethos and values of the school 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 school</p> <p>Ability work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Ability to embrace change well</p> <p>Deals with difficult situations effectively</p>

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