



School Business Manager

Job Description

Reports to: Executive Headteacher

Responsible for: School Admin Team, Facilities Team, Catering Team, Cleaners

Contract Type: Full Time, Permanent, 52 weeks

Status of Post: This is a senior leadership post

Place of Work: Predominantly at Heath Farm School (Ashford) with at least one a week at Heath Farm College (Maidstone)

Job Purpose

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including human resources, financial management, health and safety, compliance and administration.

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

Areas of Responsibilities

Leadership and Strategy

- Be responsible for line-managing Admin, Catering, Cleaning and Facilities Teams, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the executive headteacher, support the executive head 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.
- As a member of the senior leadership team, attend all relevant leadership team meetings 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 school and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

Human Resources and Recruitment

- 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 HR Team
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Work with the central payroll team to ensure staff are paid appropriately
- Raise job requisitions on the recruitment portal
- Ensure that Safer Recruitment documentation is correct for candidates and liaise with the Resourcing Department during pre-employment checks
- Carry out DBS renewals and annual checks for staff on the DBS Update Service
- Alongside the executive headteacher and other staff, contribute to the staff wellbeing committee and ensure that the school is doing its best to support the wellbeing of all.

Financial Management

- In partnership with the executive headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of funds
- Ensure that all purchase transactions are processed through the school's approval process and the e-procurement system
- Manage the school's petty cash, ensuring that cash is withdrawn in a timely way
- Complete month end reconciliations and pass to the Finance Department
- Monitor overtime claims and submit monthly returns to the Payroll Department
- Lead on local procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

Student Records

- With the School Administration Officer, ensure that all student data is accurately recorded and maintained
- Ensure that student reports are distributed to the appropriate parents, carers and professionals

Health and Safety

- With the executive headteacher and Facilities Team, supervise the maintenance of the school site
- Manage the school's compliance with 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

Compliance

- Alongside the executive headteacher, have a detailed understanding of site and business elements of the Independent School Standards and support the executive headteacher in ensuring that they are compliant.
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the Single Central Record

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 administrative support for the executive headteacher and governing body
- Be the school’s data protection lead, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<p>A degree - ideally in human resource, accountancy, business management or a related discipline</p> <p>A school business management qualification</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school/business self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Experience of change management</p> <p>Contributing to staff development</p> <p>Experience for overseeing human resources and all administration associated with it</p>
Skills and knowledge	<p>Expert knowledge of human resourcing and/or financial management</p> <p>Excellent attention to detail</p> <p>Previous use of a relevant financial and administrative software systems</p> <p>A high level of competency in Microsoft Office 365 suite</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>
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 to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>