

Job details

Salary: KSF/G (KR8/9) dependent on experience starting at £30,404 per annum (pro rata for part-time)

Hours: 30 hours a week

Contract type: 40 weeks per year

Reporting to: Headteacher

Responsible for: Business Assistant, Kitchen Staff and Site Manager

Main purpose:

On behalf of the Head Teacher, 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.

Duties and responsibilities:

Leadership and strategy

- Be responsible for line-managing business assistant, kitchen staff and the site team and 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 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.
- Attend all resources governor meetings and report to governors where appropriate.
- To attend all governor meetings (6x per year) to support the leadership team.

Financial management and fundraising

- In partnership with the headteacher, manage and prepare the school's budget agreed by Trustees and ensure it is balanced, realistic, and represents an effective use of public funds in accordance with school policies.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed. Provide the report to the Trustee Resources Committee.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions

- Maintain all administrative and financial records relating to FMS/BPS to ensure current and up to date information on staff salaries and budgets with monthly monitoring.
- Process and pay 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
- Investigate recommended areas of additional funding available to schools and under the direction of the Head Teacher prepare bids.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Liaise with IT Technician regarding recommendations and maintenance of all IT equipment in school.
- Liaise with Site Manager to procure materials to maintain high standards within the school environment. Review and monitor annual contracts.
- Identify 'best buys' for all equipment and supplies, to ensure all budgets are spent efficiently.
- Work closely with the appointed auditors to complete annual returns and provide evidence during annual audit and financial compliance.
- Work with Canterbury Diocese to complete Land and Buildings Collection Tool (LBCT) annually for DfE.
- ESFA and DofE reporting to academy planning calendar and handbook, and to comply with financial reporting requirements and submit statutory returns.
- Maintain established financial procedures for all school monies, to ensure correct accounting for all funds, to comply with ESFA audit procedures and the Schools Financial Handbook.
- Manage the school's lettings offer by implementing the School's letting policy and negotiate best possible fees with hirers, to generate maximum income for the school and ensure that the school security requirement is met.
- Ensure the effective and efficient operation of the finance department.

Human resources

- Manage the school's payroll provision with the payroll provider to produce monthly salaries, reports and meet payroll deadlines.
- 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

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Have an awareness of health and safety regulations and work with the Site Manager to ensure health and safety requirements are met.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Prepare and update school policies as required and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

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.

Person Specification:

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• A degree or other relevant qualification – ideally in accountancy, business management or a related discipline• A school business management diploma level 3 or above
EXPERIENCE	<ul style="list-style-type: none">• Significant experience in administrative / finance roles.• Successful leadership and management experience in a school, or in a relevant field outside education• Involvement in school self-evaluation and improvement planning• Line management experience• Contributing to staff development
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Expert knowledge of financial management• Excellent attention to detail• Previous use of FMS6,BPS and Arbor• Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.• Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.• Strong interpersonal and communication skills – written and verbal.•
KNOWLEDGE	<ul style="list-style-type: none">• Thorough technical knowledge of day to day financial administration processes and protocols.• Sound working knowledge of site, personnel and office administration and processes.• High level IT skills.• Assured manner. High level customer service skills and professional ethos.

	<ul style="list-style-type: none"> • Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail. • Initiative / proactive / 'can do' approach.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively