

Phoenix Community Primary School

School Business Manager

Job Description

Job details

Salary: KR 10/KS H

Hours: 37.5 hours per week, 41 weeks per school year

Contract type: Full Time, Permanent

Reporting to: Headteacher

Responsible for: The strategic leadership, management and operation of the business functions of the school.

Line Management of the Admin and Site Team.

Main purpose

The Business Manager (SBM) is responsible for leading and 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.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing admin staff (office and site teams), including carrying out long-term resource planning and managing recruitment, induction, appraisal and professional development.
- Under the direction of the Headteacher, lead on all financial matters in the 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.

- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications 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.
- Attend leadership team meetings and Governor Body Meetings where appropriate.

Financial management and fundraising

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, 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.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher and governors to make strategic, long-term decisions.
- 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 ensuring value for money.
- Manage the school's lettings offer.
- Ensure the effective and efficient operation of the site and admin team, delegating tasks to site/finance/office staff where appropriate.

Human resources

- Manage the school's payroll provision with the payroll provider.
- 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.
- Maintain all administrative records and the School Information Management System to ensure current and up to date information on staff, students and budgets is accessible and accurate.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Maintain records of staff absence and liaise with the Headteacher, personnel and payroll to ensure that Absence Management and Attendance policies are adhered to.

Health and safety

- With the Headteacher and premises team, supervise the maintenance of the school site and school vehicles.
- Lead on 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

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the financial risk register.
- Monitor and oversee the updating the school's asset 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.
- Provide administrative support for the Headteacher and Governing Body.

- Liaise with the school's Data Protection Officer, ensuring that the school is compliant for data protection.
- The SBM will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Maintain and update the school's Single Central Record

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 Business Manager will carry out. The post holder may be required to carry out other duties appropriate to the level of the role, as directed by the Headteacher.

Person specification: Business Leader

CRITERIA QUALITIES

Qualifications and training

<u>Essential</u>	<u>Desirable</u>
GSCE education to include English Language and Maths (or equivalent).	A degree or other relevant qualification - ideally in accountancy, business management or a related discipline.
Evidence of continuing professional development.	A school business management qualification (National College of School Leadership Certificate of School Business Management (CSBM) or Diploma of School Business Management (DSBM)).
Experience Successful leadership and management experience in a school, or in a relevant field outside education.	Relevant Health and Safety training.
Line management experience.	Involvement in school self-evaluation and improvement planning.
Evidence of contributing to staff development.	Experience of working with children or young people.
	Experience of managing Health and Safety. Experience of human resources and data protection.

Skills and knowledge

<u>Essential</u>	<u>Desirable</u>
Proven competence of financial management (ideally within a school)	Previous use of Management Information Systems (SIMS / Arbor or equivalent).
Previous use of FMS or equivalent accounting software.	Knowledge of Schools Financial Value Standard (SFVS).
Excellent communication and interpersonal skills.	Knowledge of HR policies, codes of practice and legislation.

Ability to communicate a vision and inspire others.	Knowledge of Health and Safety policies, codes of practice and legislation.
Ability to build effective working relationships with staff and other stakeholders.	Knowledge of resource management and procurement.
Understanding of data protection and confidentiality.	Experience with premises maintenance.
	Knowledge of personnel procedures and employment legislation.

Personal qualities

<u>Essential</u>	<u>Desirable</u>
Excellent attention to detail.	Ability to embrace change well.
Commitment to promoting the ethos and values of the school and to achieving the best outcomes for all pupils.	Ability to deal with difficult situations effectively.
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.	

Notes:

This job description may be amended at any time in consultation with the post holder.

Phoenix Community Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.