



JOB TITLE: School Business Manager

PAYSCALE: KSF

SALARY: £30,404 - £33,752 FTE

CONTRACT: Permanent

HOURS: hours per week,

Role Purpose	The School Business Manager (SBM) is the School's leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the School meets its educational aims, actively promoting the vision, values and ethos of the School. They promote the highest standards of business ethos within the administrative function of the School and strategically ensure the most effective use of resources in support of the School's learning objectives by keeping up to date with the latest relevant developments and legislation. The SBM provides effective and efficient financial, human resources, administrative, compliance, premises and health & safety management for the School within statutory regulations and School Policy. Key deliverables include: • As a member of the SLT contribute to the leadership, management and monitoring of school development; • Set, manage, monitor and report on the School Budget, providing financial advice to support decision-making in the leadership and governance of the School, and ensure statutory and financial accounting and reporting requirements are met. Identify additional finance required to fund the School's activities and maximise income through lettings and other activities; • Provide a Human Resources (HR) service to the School, advising on employment issues and administering all HR-related matters to support the smooth running of the School; • Manage and monitor contracts, tenders and agreements to obtain best value for the School; • Manage administrative systems and promote and support the effective use of school ICT systems to ensure efficient services for staff, pupils, Governors, parents/carers and visitors; • Oversee, with the Headteacher, all aspects of safeguarding, safer recruitment, vetting and barring and DBS checks; • Review and revise school policies and procedures; • Ensure that the School's premises are maintained to required standards, that premises/building projects are managed efficiently and within budget, and that Health & Safety requirements are met; and • Line manage office and premises staff to enable the School to function efficiently and achieve its objectives.
Work Context	Leadership & Strategy 1. Attend Senior Leadership Team (SLT) and Full Governing Body meetings as required 2. Contribute to and influence strategic decision-making within the School's SLT 3. Plan and manage change in accordance with the School Development Plan



Financial Management

1. Support the Headteacher in accounting for the financial management of the school to the Governors and others. The School's annual budget is approximately £1.1m
2. Prepare an annual and draft budget plan with profiled salaries and costs
3. Use the agreed budget to actively monitor and control performance to achieve value for money
4. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
5. Propose revisions to the budget if necessary, to both the Headteacher and Governors in response to significant or unforeseen developments
6. Prepare and provide ongoing budgetary and financial monitoring information to Headteacher, Governors and Kent County Council (KCC)
7. Ensure that invoices are paid in a timely manner and reconciled to purchase orders and delivery notes.
8. Carry out month-end procedures on time and in line with KCC required practices
9. Maintain a strategic 3-year financial plan that indicates the trends and requirements of the School Development Plan and forecasts future year budgets
10. Identify additional finance required to fund the School's proposed activities
11. Maximise income through lettings and other activities
12. Understand and work within KCC's payroll structures and administration
13. Inform the Headteacher about the financial impact of contracts and non-staffing tenders
14. Report to KCC and the Department of Education on final year end reconciliation, and assist Governors in the preparation of the Schools Financial Value Statement

Administration Management

1. Ensure communication and administrative systems support the smooth running of the School
2. Ensure high quality and cost-effective administration practice as required by the School and outside agencies
3. Supervise / use administrative databases and the preparation and presentation of data required within the school, by KCC and by outside agencies
4. Maintain up to date and accessible records
5. Oversee the preparation of information for publications and returns for KCC, the DfE and other agencies and stakeholders within statutory guidelines

Management Information Systems & ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the School
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the School has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the School
5. Act as the School's Data Protection Officer

**Human Resource Management**

1. Ensure that all recruitment, appraisal, staff development, grievance, capability, absence management, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
2. Establish and maintain good personnel practice
3. Support the effective safer recruitment and retention of all categories of staff
4. Monitor and, where appropriate, administer induction and appraisal arrangements for staff to identify and help meet professional development needs
5. Ensure all staff have a clear understanding of the policies and procedures and the importance of putting them into practice
6. Seek and make use of specialist expertise in relation to HR issues
7. Manage the collation of personnel records for all staff within the terms of the Data Protection Act and policies of the School

Facility & Property Management

1. Ensure the safe maintenance and security operation of all School premises
2. Oversee the agreed rolling programme of maintenance and repairs, reporting to the Headteacher and Governors
3. Oversee Premises staff to ensure efficient use of time and work practices that comply with Health and Safety regulations
4. Ensure the Headteacher is kept fully up to date with premises issues and obtain authorisation before requesting quotes, purchases or work
5. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
6. Ensure the continuing availability of utilities, site services and equipment
7. Monitor, assess and review contractual obligations for outsourced school services
8. Ensure a safe and secure environment for the stakeholders of the School in which due learning processes can be provided
9. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
10. Supervise the tendering process for contracts
11. Work in a project management team for premises projects under the supervision of the Headteacher
12. Manage the letting of School premises to external organisations for the development of the extended services and local community requirements

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer
2. Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
3. Enable regular consultation with people on health and safety issues
4. Ensure systems are in place to enable the identification of hazards and risk assessments
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and where appropriate the Health & Safety Executive
6. Ensure the maximum level of security consistent with the ethos of the school
7. Oversee statutory obligations are being met for pupils with Special Educational Needs, ensuring that financial and supporting agency services are adequate for their diverse needs



Line management responsibility	Line manage Premises staff		
Budget responsibility	Manage a budget of approximately £1.1m.		
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics		Essential	Desirable
	Qualifications	Accounting qualification (or working towards) Good level of education High level of literacy and numeracy. Relevant vocational experience demonstrating development through involvement in a series of progressively more demanding work/roles	Accounting qualification or School Business Management certification Ability to evidence knowledge and understanding of appropriate business disciplines such as HR, finance, law, marketing, communications.
	Experience	Proven experience of managing operational finances Proven experience of successfully delivery projects	Previous experience in a finance role within a school HR experience Experience of Health & Safety relevant to a school
	Knowledge, Aptitude and Skills		
	Leadership	Ability to work effectively as part of a multi-functional operation team as well as lead and motivate own team Ability to build effective relationships Self-motivated Ability to evaluate and meet changing priorities, responding flexibly and working well under pressure	Previous experience working in a school setting



	Financial / Problem Solving	Ability to plan, monitor and manage any delegated budget High skills of numeracy and accuracy Previous experience of financial management/ book-keeping Well-developed analytical, strategic planning and organisational skills. Able to prepare and present financial data and evaluate, clarify and explain. Ability to resolve complex issues, anticipate problems and recommend solutions	Knowledge of SIMS FMS Knowledge of accounting systems e.g. SAGE
	Communication Skills	Aptitude to learn new skills. Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. High level of skills and accuracy in Office365 - Word, Excel, PowerPoint. Ability to formulate ideas and solutions, present them effectively.	
	General	Personal presence, confidence, patience, sensitivity and maturity of approach. A professional approach, coupled with tact and diplomacy.	



		Ability to work flexibly and using own initiative but also as part of a team Ability to relate well to children and adults Understanding of the need for confidentiality and discretion Flexibility	
--	--	---	--