



Sheldwich Primary School and Little Hedgehogs Pre-School



Job description

School Business Manager

Sheldwich Primary School and Little Hedgehogs Pre-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.

Job details

Salary: Kent Scheme I

Hours: 37 hours per week

Contract type: Permanent, term time + staff development days + 2 weeks = 41 weeks per year

Reporting to: Headteacher

Responsible for: Administrators, Site Manager, Cleaners

Main purpose

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school and pre-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 and pre-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 support staff, 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 and pre-school, to ensure the school and pre-school's successful financial performance and to ensure financial decisions are clearly linked to the school and pre-school's strategic goals
- › Implement school and pre-school-wide changes and allocate resources in line with the school and pre-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 pre-school, and encourage others to do the same

- › Implement a marketing plan for the school and pre-school, which utilises the school and pre-school website, signage, the prospectus, and communications with current and prospective parents/carers
- › Monitor developments in technology and consider how it can be used to enhance the school and pre-school's business processes, teaching and learning, and staff wellbeing
- › As a member of the senior leadership team (SLT), attend all SLT meetings and report to governors where appropriate (including Internal Scrutiny with other SATs).

Financial management and fundraising

- › In partnership with the headteacher, manage the school and pre-school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- › Submit the budget to the governing board
- › Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- › Forecast future years' budgets, based on the school and pre-school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- › Comply with financial reporting requirements and submit statutory returns
- › Oversee school and pre-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
- › Responsible for submitting the school and pre-school's VAT Returns to HMRC
- › Develop and implement the school and pre-school's fundraising and income generation strategy, choosing fundraising priorities in line with the school and pre-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
- › Maintain the Asset Register
- › Ensure the effective and efficient day-to-day operation of the office, delegating tasks to administrative staff where appropriate
- › Liaising with school and pre-school's accountants and auditors

Company Secretary Duties

- › Maintain statutory registers
- › Completing and filing statutory forms
- › Ensure Companies House are provided with information for public records about the company
- › Ensure accounts are published appropriately and on time

Human resources

- › Manage the school and pre-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 pre-school and liaise with the external HR provider
- › Conduct reviews of the school and pre-school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and safety

- › With the headteacher and premises team, supervise the maintenance of the school and pre-school site
- › Manage the school and pre-school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school and pre-school
- › Organise health and safety training for staff

Compliance

- › Manage the school and pre-school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- › Track all school and pre-school policies 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 and pre-school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- › Provide administrative support for the headteacher and governing body
- › Support the data protection officer with ensuring data protection compliance and helping the school and pre-school community understand how to comply with data protection law

The school and pre-school business manager will be required to safeguard and promote the welfare of children and young people, and follow school and pre-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 and pre-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

CRITERIA	QUALITIES
Qualifications and training	<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 qualification
Experience	<ul style="list-style-type: none">› 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› Working with children or young people› Sourcing and applying for grants and funding

Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of financial/administrative management information systems ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and pre-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 and pre-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

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Review date: