

# The Brent Primary School

**Job Description:** School Business Manager

---

<b>School:</b>	<b>The Brent Primary School</b>
<b>Grade:</b>	<b>Kent Range 10 (£32,496 - £38,414 FTE)</b>
<b>Responsible to:</b>	<b>CFO and Head of School</b>

## **Purpose of the Job:**

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.

## **Key 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 CFO, 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
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate and negotiate and influence strategic decision making within the school's Senior Leadership Team
- 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

### **Financial management and fundraising**

- In partnership with the Head of School, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Monitor the budget monthly, advising the CFO/Head of School where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the CFO/Head of School to make strategic, long-term decisions
- Comply with the Academies Financial Handbook and Trust Finance Regulations
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of the support team, delegating tasks to the finance officer/office staff where appropriate

## **Human resources**

- Manage the school's payroll provision with the payroll provider and CFO
- 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
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

## **Health and safety**

- With the Head of School and premises 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 & first aid 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 risk register
- Maintain and manage 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 Head of School
- Liaise with the data protection officer (DPO) with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Liaise closely with SBMs from other schools in the Trust and take an active role to share best practice and information.

The post holder should be prepared to be a key holder and manage the security of the school and grounds in liaison with the Site Manager/Premises Team

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 CFO/Head of School.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant accounting or business management qualifications or experience.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Involvement in school self-evaluation and improvement planning</li> <li>• Line management experience</li> <li>• Experience of change management</li> <li>• Contributing to staff development</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management</li> <li>• Excellent attention to detail</li> <li>• Previous use of HCSS and SIMS software desirable</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to make informed decisions and communicate effectively</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Ability to use own initiative but also to lead teams</li> <li>• Work with a variety of stakeholders and external agencies modelling at all times the school's values</li> </ul>