



Job Description and Person Specification

Job Title: School Business Manager

Grade: Kent Range 8-10, dependent upon relevant qualifications and experience

Responsible to: Headteacher

Hours: Some flexibility available for the right candidate (37 hours – 52 weeks a year) **or** (Term time only including 10 days in school holidays) **or** (0.8FTE)

Purpose of the Job

To provide management of the operational business of the school to provide best value and enhance effectiveness leading to improved standards of achievement. The role encompasses all aspects of the school's finances and administration as well as personnel management, site management and contracts management and would be a member of the schools Senior Leadership Team.

Accountabilities:

Financial Control and Management

1. Maintain established financial procedures for all school monies, to ensure correct accounting for all funds, to comply with KCC audit procedures
2. Maintain and monitoring all budgets and presenting regular management reports to ensure efficient and effective control of income and expenditure and that this meets school, KCC and National financial procedures, guidelines and requirements.
3. Ensuring that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies.
4. Undertake longer term strategic financial planning and the ability to analyse / interpret financial data – and make recommendations
5. Provide specialist guidance / advice / make recommendations to HT and SLT
4. Negotiating contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times.
5. Be proactive in income generation and bid writing.
6. Develop income generating activities including preparation of and submission of bids for funding to external agencies.
7. Manage and maintain the contracted-out payroll function to provide an efficient and effective payroll service in order to meet the individual needs of the school. Also supply insurance forms and claims.
8. Liaise with teachers to book arrangements for school trips.

Personnel

9. Managing all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy, KCC policy and legal requirements, including absence, annual leave, timesheets and processing and authorising payroll forms
10. To maintain supply teacher and cover contracts and contacts as required
11. Deal with all staff recruitment in liaison with the Headteacher ensuring that fair and legal recruitment policies are in place.
12. Manage all DBS checks
13. Organise and book CPD for staff in conjunction with Training and Development Lead.

Office administration

14. Act as line manager to the School Administrator, School Receptionist.
15. Support the Headteacher in a consultative and administrative capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making.
16. Develop / review / monitor school policies relevant to the role and contribute to wider whole school policy making
17. Manage 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.

Site Management

18. Act as a line manager to the school caretaker, to address health & safety issues and complete risk assessments
19. Liaise with the Governing Body and the Headteacher, on priorities of buildings maintenance and improvement work to ensure the work is carried out in order of priority. Attend Governor Committee Meetings.
20. Log calls to Property desk for minor works; obtain quotes for major works; Co-ordinate and supervise on-site contractors to ensure the smooth operation of maintenance work on the school site; and maintain annual records.
21. Act as manager to Cleaning, Refuse, Grounds Maintenance, Catering and other premise related contracts to ensure that the school is maintained to a high degree.
22. Implement the school's lettings policy and negotiate best possible fees with hirers, in order to generate maximum income for the school and ensure that school security requirements are met.
23. To act as co-ordinator for health and safety within the school, including walk rounds, arranging annual inspection, and completing annual return.

24. Ensure school's emergency procedures are up to date and in place.

The content of this job description provides an outline of the post only and is subject to annual review following consultation with the post holder.

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.

Qualifications

- Level 3/4 Diploma (or equivalent) or having or willing to work towards the Certificate or Diploma of School Business Management (CSBM/DSBM).

Knowledge & Experience

- Detailed and authoritative knowledge and experience in financial procedures is essential, as is computer literacy, payroll and accountancy.
- The post holder must have previous, proven, financial management experience and supervisory skills.
- Knowledge of school procedure/policies, KCC regulations and audit requirements, and Health and Safety legislation is desirable.
- Awareness of data protection (GDPR) and confidentiality issues.

Skills & Abilities

- A high level of interpersonal and communication skills are necessary in order to discuss budgetary positions and personnel issues and advise the various Governing Body Committees. The post holder will need to interpret, apply and give advice on complex financial issues and must possess negotiating skills.
- A flexible, analytical and efficient approach is required with the ability to resolve complex problems and work on own initiative to tight deadlines.
- High level IT skills
- Assured manner. High level customer service skills and professional ethos.
- Ability and willingness to contribute towards the wider life of the school including whole-school events.