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Description automatically generated School Business Manager**

**St Bartholomew’s Catholic School Swanley**Following the retirement of our long-serving School Business Manager (SBM), St Bartholomew’s is looking to appoint an experienced and effective full time SBM to join our friendly and committed team.

# Job details

**Job title:** School Business Manager

**Start Date:** 1st April 2021

**Salary:** £ 29 000- KR9 to £39 000-KR10 negotiable depending on experience

**Hours:** 35 hours weekly

**Contract type:** Full time

**Responsible to:** The Headteacher, Governors, Local Authority (LA), Diocese

**Responsible for**:

Leading and overseeing the transition to a new school’s finance package

Financial management and accounting processes including financial compliance

Health and Safety including site and premises services

Risk Management

Management of non-support staff

Management of third-party contracts and extended school service activities

Human resources

Catering

Admissions administration

The School Business Manager (SBM) will advise on and implement the day-to-day financial support that enables the school to operate lawfully, effectively and efficiently.

**We offer**

* The opportunity to work in a school with a Christian ethos where the children are the first priority and the atmosphere is one of mutual support and encouragement.
* The opportunity to work with the new headteacher (September 2020) to lead the school through an exciting process of change, development and innovation.
* Hard-working children and staff
* Commitment to ensuring the best for all children and staff
* The opportunity to work as part of the team to maintain and develop the excellent reputation St Bartholomew’s enjoys

**Closing date: 4pm Mon 1st March 2021**

**Email application form to dteather@st-bartholomewsrc.pri.kent.sch.uk**

**Interview date: Mon &/or Tue 8/9 March 2021**  
Safe visits to the school are welcome and encouraged. Please contact the school office on 01322663119  
  
St Bartholomew’s School, Kent LA and Southwark Diocese are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check

**Duties and responsibilities**

Leadership and strategy

* In liaison with the headteacher, plan and effect 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
* Be responsible for line management of non-teaching staff
* Report to governors
* Together with the headteacher, implement school-wide changes and allocate resources in line with the school improvement plan
* Have responsibility for the Single Central Register (SCR)
* Take all decisions in line with the vision and values of the school and encourage others to do the same. Be sympathetic to the Catholic character of the school.
* Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Implement and monitor developments in technology and consider how these can be used to improve the school’s business processes, teaching and learning, and staff wellbeing
* Have a position on the extended Senior Leadership Team (SLT)
* Work in accordance with the school’s safeguarding policy

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 and report on 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’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 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

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
* Manage non-teaching staff (premises team, secretary, cleaners) including their appraisals and performance management
* Manage third party companies and procurement
* Advise on HR issues within school and liaise with the external HR provider
* With the headteacher, conduct reviews of the 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 site
* Be the premises officer’s line manager
* 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.
* With the headteacher be responsible for disaster management
* 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 risk 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
* Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues with support from the school secretary

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 headteacher.

# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * Level 4 CSBM or equivalent proven experience |
| **Experience** | * Successful financial 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 and proven impact * Successful experience of change management * Contribution to staff development * Knowledge of GDPR legislation * Experience and understanding of human resources including contracts |
| **Skills and knowledge** | * Ability to lead the transition of the finances to a different system * Expert knowledge of financial management and controls, forecasting and planning * Excellent attention to detail * Ideally previous use of SIMs and FSIM * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships with staff and other stakeholders * Excellent IT skills |
| **Personal qualities** | * Excellent verbal and written communication to people at all levels * Commitment to promoting the ethos and values of the 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 * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Possess energy and enthusiasm and work successfully within a team * Be supportive of the Catholic nature of the school |

# Notes:

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