

**Job Description**

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| **Post:** | **School Business Manager**- Senior Leadership Team.  |
| **Salary:** | £29,446 to £39,812 |
| **Hours:** | 37 hours per week |
| **Contract type:** | Full time | Permanent  |
| **Accountable to:** | The Headteacher |
| **Responsible for:** | All non-teaching support staff |
| **Main purpose:** | 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. |

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| **Key Area of Responsibility** | **Actions** |
| **Leadership and Strategy** | * Be responsible for line-managing non-teaching 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, 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
* Take responsibility for the content and submission or relevant information to the senior leadership team, the governing body and outside agencies
* 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
* Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing
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| **Financial Management**  | * In partnership with the headteacher and centralised Trust staff, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
* Submit the budget to the governing board and centralised Trust staff
* 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 including the schools census and workforce census
* Oversee school banking 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
* Find and apply for grants as required
* 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 as needed
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
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| **Human Resources** | * Manage the school’s payroll provision in partnership with centralised Trust staff
* 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 centralised Trust staff
* Conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency
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| **Health and Safety** | * With the headteacher 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 training for staff
* Take a leading role in preparing for external health and safety audits
* Lead the development of health and safety planning and risk assessment within school
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| **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
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| **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
* Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
* Assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection.
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**Person Specification**

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| **Criteria** | **Qualities** | **Essential** | **Desirable** |
| **Qualifications and training** | A degree- ideally in accountancy, business management or related discipline.  |  | **X** |
| A school business management qualification | **X****(or willingness to undertake)** |  |
| **Experience** | Successful leadership and management experience in a school, or in a relevant field outside education |  | **X** |
| Involvement in school self-evaluation and improvement planning | **X** |  |
| Line management experience | **X** |  |
| Experience of change management | **X** |  |
| Contributing to staff development |  | **X** |
| **Skills and knowledge** | Expert knowledge of financial management | **X** |  |
| Excellent attention to detail | **X** |  |
| Previous use of SIMS/ another management information system | **X** |  |
| Previous use of a financial management system | **X** |  |
| Effective communication and interpersonal skills | **X** |  |
| Ability to communicate a vision and inspire others | **X** |  |
| Ability to build effective working relationships with staff and other stakeholders | **X** |  |
| **Personal qualities** | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | **X** |  |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | **X** |  |
| Ability to work under pressure and prioritise effectively | **X** |  |
| Commitment to maintaining confidentiality at all times | **X** |  |
| Commitment to safeguarding and equality | **X** |  |
| Commitment to personal professional development | **X** |  |
| Understanding of leadership principles and the ability to lead others effectively through establishing professional working relationships | **X** |  |