



## **Job details**

**Salary:** M1

**Contract type:** Permanent, part-time (3 days per week, term time only + INSET days)

**Reporting to:** Headteacher

**Job Role:** School Business Manager

## **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, human resources, health and safety, compliance and supporting the administration/premises team.

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.

The post holder will be a senior member of staff and would be expected to attend meetings and functions, some of which may be out of school hours.

## **Main Areas of Responsibility**

### **Leadership and Strategy**

- 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.
- 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.
- Under the direction of the Headteacher, support the day-to-day management of administration and premises staff.

### **Financial Management**

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Prepare termly finance reports on the budget and termly forecasts and both submit and present these to the Governing Board.
- Support the Headteacher to make strategic, long-term decisions by providing timely financial information on specific scenarios.
- Comply with financial reporting requirements and submit statutory returns on time.
- 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.

- Monthly liaison with HfL Financial Services Advisor to prepare financial reports and monitoring.
- Apply for grants in line with identified needs of the school.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Support administration staff who oversee the school's lettings offer.
- Support administration staff who oversee the delivery of the extended services activities including Nursery 30 hours provision, Breakfast Club, RASCals (after school provision), as well as breakfast/lunchtime/after school activity clubs and music lessons.

### **Human Resources**

- Manage the school's payroll provision with the payroll provider.
- Ensure the recruitment, appraisal and disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the HR advisers at HCC.
- Carry out long-term resource planning.
- Support the headteacher and administration team with managing recruitment.

### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Ensure all business management policies are updated in accordance with the policy review schedule.
- Advise senior leadership team colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives.
- Working alongside the Governing Board to develop and monitor 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 Board.
- Support the Data Protection Officer (DPO) with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- Attend termly Finance and Resources (F&R) Committee meetings of the Governing Board to provide business management updates.
- Develop professional business manager communities through ongoing collaboration and networking.

### **Equalities**

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.



### Health & Safety

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's health, dietary needs and allergies.

### Safeguarding

Be aware of and comply with policies and procedures relation to child protection and report all concerns to an appropriate person (DSL).

Attend annual safeguarding and child protection training provided by the school (Child Protection in Education , Keeping Children Safe in Education (KCSIE), Prevent)

### Additional Information

#### **The School Business Manager is required to:**

- Attend weekly meetings with the Headteacher and half-termly with the Senior Leadership Team.
- Attend weekly staff briefing meetings or watch the recording and respond as necessary.
- Read the Daily Diary to keep abreast of the day-to-day activities of the school and consider how these may impact the SBM working day.
- Respect the confidential nature and information about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a 'need to know' basis.
- Contribute to and support the overall aims and ethos of the school.
- Participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

**\*\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may arise from time to time.**