

School Business Manager – Job Description

Grade 6 SCP 19-24

Hours: 22.50 hours per week, term time.

Salary: Grade 6 SCP 19-24

Contract Type: Part time and term time only

Reporting to: Headteacher

Responsible for: Office 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 enable the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Safeguarding

Finchampstead Church of England (Aided) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced DBS application/ Update service check.

Duties and Responsibilities

Leadership and Strategy

- Be responsible for line-managing office and premises staff, 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 leadership team meetings and report to governors where appropriate.
- Working with the Headteacher, implement school-wide changes and allocate resources in line with the school improvement plan.
- Working with the Headteacher, put policies and procedures in place and communicating them to staff.
- Keep all decisions in line with the vision and value of the school, and encourage others to do the same.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Attend and advise at governing body meetings.

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 the budget to the governing board.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
- Forecast the 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 income generation strategy, choosing priorities in line with the school improvement plan.
- Find and apply for grants.
- Lead on procurement processes, conducting due diligence, benchmarking and evaluating suppliers and ensuring value for money.
- Manage the school lettings.

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.
- Advise on HR issues within school and liaise with the school's HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Work with the Headteacher to provide effective recruitment of staff.
- Manage staff absence.

Health and Safety

- With the Headteacher and governors, plan for and 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.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant requirements.
- Complete statutory returns

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, teaching staff 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.
- Maintain the school's inventory record.

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.

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.