

Job Description

SCHOOL BUSINESS MANAGER

Whole school area of accountability:	Administration, Finances, Human Resources, Extended Services, Premises & Health & Safety
Grade:	Grade 10
Responsible to:	The Headteacher
Supervisory responsibility:	Administration, Premises Staff and Extended Services Manager
Working hours:	Full Time
Working pattern:	52 weeks (working during term time)

Purpose

The School Business Manager (SBM) holds a key post of senior responsibility within the school. Reporting directly to the Headteacher, the SBM is responsible for ensuring all financial and non-teaching aspects of the school run efficiently and effectively. The SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute significantly to the continuous improvement of the school's services.

1. To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.
2. To be responsible for the school site and its buildings, their maintenance, development and efficient use.
3. To lead and manage the administrative and premises staff and will be responsible for their efficiency and effectiveness in meeting the needs of the school within the changing educational environment.
4. To undertake any duties not listed below that are commensurate with the level of responsibility of the post.
5. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

In Addition

6. In addition a high level of knowledge in areas of Education Policy, Premises, Personnel and ICT will be required as the post holder will have full responsibility for the administrative functions of the school as required by the Headteacher and Governing Body.

7. The post holder is also required to have the ability to work under high levels of pressure in a demanding environment and be able to meet effectively the ever-changing needs of the school.

General

- To attend all sub-committee meetings (Curriculum, Resources, Personnel & PPC).
- To clerk the above committee meetings and any other Governors' committee meetings, preparing agendas, minutes and reports, dealing with the representation and appeals procedure.
- To assist the Clerk to the Governors in the efficient discharge of their duties for the termly Full Governors' meetings.

Financial

To work with the Headteacher in preparing the annual budget for the school to be submitted to the Governing Body and provide specific expertise in long term financial management. To carry out short medium and long term financial planning; scenario planning and option appraisal providing strategic financial advice to the SLT, Headteacher and Governing Body.

- To prepare for approval by the Governors the annual estimates of income and expenditure. To obtain agreements of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems. This includes:
 - the ordering, processing and payment for all goods and services provided to the school
 - the operation of all bank accounts, ensuring that regular bank reconciliation's take place
 - the maintenance of an assets register
 - the preparation of invoices and collection of fees and other dues
 - To oversee accounting and invoicing for school meals, educational visits and extra-curricular activities
- To prepare the final accounts and liaise with the Auditors. To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
- To operate and maintain the computerised accounts system and prompt and controlled payment of invoices through the school's cheque book account.
- To advise the Headteacher and Governors on investment and financial policy, preparing appraisal for particular projects and developing a long-term business plan or financial strategy for the future development of the school.
- To work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures.
- To use financial management information, to analyse trends and identify opportunities for greater efficiency.
- To use financial management information, especially benchmarking tools to identify areas relating to spend, assess trends and compare spending with similar schools. Advise the SLT and Governing Body accordingly.
- To ensure financial management of school meets the SFVS standards and the school's own Scheme of Delegation.
- To oversee the fee collection and the management of bad debt.

- To liaise with parents regarding the payment of fees and fees in lieu of notice.
- To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
- To prepare all financial returns for the DFE, LA and other central and local governments agencies within statutory deadlines.
- To be the point of contact with the DFE and other agencies with regards to grant applications, gifts and other donations.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To maximise income generation within the ethos of the school.
- To ensure regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.

Personnel

- To be responsible for personnel matters relating to all staff. For the clearance of new staff – medical, DBS, and to issue offer letters and contracts of employment. To give advice to the Governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To update any relevant policies on an annual basis. To maintain confidential staff records.
- To advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- To provide leadership and guidance for the administrative and premises staff including direct line management responsibility.
- To co-ordinate and assist in the recruitment of all staff.
- To be responsible for the professional development, appraisal and training for all support staff.
- To plan and arrange staff development for administrative and premises staff including induction, training and guidance as appropriate.
- With the Headteacher, to lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relation to staff and other adults who may have contact with children or will be on site
- To set up staff records and ensuring that staff records held by the school are kept confidential.
- To manage the School Workforce Census and ensuring all statutory returns are completed and returned by the deadline.
- To monitor staff absence providing regular statistics to the Headteacher and Governors.
- To bring issues relating to leave and sickness to the attention of the Headteacher.

Premises and Health & Safety Management

To act as the school's Health & Safety Lead and be responsible for the management of Health and Safety within the school in keeping with ISI Regulations. Under the direction from the Headteacher the Business Manager will be responsible for the overall management and maintenance of the school building, facilities, grounds, fabric and furnishings of the school.

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also for the installations and plant for lighting, heating, energy conservation, ventilation etc.
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect.
- To be responsible for the installation and maintenance of equipment for protection against escape from fire. To keep records of and to initiate regular fire practices, lockdown practices and alarm tests as well as completing annual fire safety risk

assessment with the premises manager. Be responsible for ensuring emergency procedures are current and timely.

- To oversee the security of the school site.
- To monitor the site manager's schedule of safety testing for specific equipment.
- To be responsible for the quality of work by contractors, cleaners and catering allocating work programmes and reporting to the Headteacher as appropriate.
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of school use, with particular reference to the local community. Liaise with the premises team with regards to issuing of receipts, collection of monies and pay claims for extended hours worked.
- Taking the lead on compiling and implementing a Health and Safety Policy, Fire Evacuation Policy, Lockdown Procedures and Premises Development Plan, including energy conservation.
- Attending and reporting to Governors' Health & Safety/Premises committee and staff Health & Safety committee.
- Monitoring the 'maintenance book' ensuring all issues are resolved in a timely fashion.
- Managing the purchase, repair and maintenance of all furniture and fittings.
- Advising on the main Health and Safety requirements relating to the school, completing relevant risk assessments and pointing out any shortcomings to the Headteacher and Governors.
- Overseeing the school's safeguarding procedures with regards to access to the school.
- Leading on development of school's critical incident plan and manage the elements linked to the resource management responsibility. Leading in the implementation of risk assessment and loss prevention strategies in the school to reduce possible insurance costs.
- Managing and maintaining the school's inventory/Asset register
- Managing first aid training for staff ensuring compliance with LA Health and Safety procedures
- Ensuring that the appropriate data protection register and other licences are maintained and adhering to the requirements of the Data Protection Act, the Health and Safety at Work Act and other relevant legislation as well as council and governing body policy.
- Provide staff with comprehensive and relevant information and training on Health & Safety systems and procedures, including advising on equipment purchase and workplace practises.
- To ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH and that necessary notices are displayed and reviewed.

Administration

- To manage the administrative function including school reception, reprographics and records.
- To provide for the preparation and production of all school records and publications.
- To monitor the maintenance of pupil records including, when appropriate, the assessment process.
- To act as correspondent for the DfE and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems. To act as System Manager for the administrative computer network.
- To be responsible for ensuring that all staff are aware of the administrative procedures that are in operation within the school to assist staff in the compliance of procedures

- To establish and use effective methods to review and improve administrative systems
- To use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- To consult with relevant people and other parties to introduce new technology or improve existing technology for different purpose
- To produce personal and confidential correspondence for the Headteacher, Senior Management Team and Governors.
- To be responsible for the production of letters, reports and school publications ensuring high quality at all times.
- To be responsible for all arrangements for the efficient operation of medical examinations, photographer etc.
- To handle all other matters of an administrative nature which may arise.

Marketing & Promoting the School

- To welcome all parents, pupils and visitors to the school and provide them with relevant support and information on all aspects pertaining to the life of the school.
- To promote the school to different audiences and raise its profile in the local/wider community.
- Liaise with local, national and international businesses for fundraising and joint projects.
- To promote the public's perspective of the school by helping to organise tours to prospective parents / visitors / prospective staff.
- Liaise with and support the work of the Parent Staff Association.
- To provide admin support in maintaining and updating the school website, school App, Twitter and any other school social media platform.

ICT Resource Management

- To ensure the school has a strategy for ICT investment that builds the ICT capacity it needs for the future.
- To ensure cyber security risks are identified and mitigated against.
- To ensure ICT systems, policies and procedures safeguard children and staff.
- To ensure staff receive the training and support they need to make the most of ICT resources.
- To ensure the ICT technician provides an effective service to the school.

Other

- Assist in the smooth running of the school at all times, including being responsible with the other leaders in the school in the absence of the Headteacher, Deputy and Assistant Headteachers
- Undertake other various responsibilities as directed by the Headteacher or SLT

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Role review

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher's approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder's performance review.

Post holder's full name

Signature of post holder **Date**

Signature of Headteacher **Date**

By signing this job description, you are agreeing that you have read and fully understand its content and context at the date of signing. Please be mindful that this role will be subject to continuous review in line with legislation, as well as the school and the pupils' needs.

Person Specification

SCHOOL BUSINESS MANAGER

Attributes	Requirements		Assessment Method
	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> Recognised management/ business degree or equivalent related professional qualification or degree level academic achievement 	<ul style="list-style-type: none"> School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management 	<ul style="list-style-type: none"> Certificates at interview
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> Member of National Association of School Business Management 	<ul style="list-style-type: none"> Application form Interview
Experience	<ul style="list-style-type: none"> Demonstrable experience in finance and personnel management. Experience in producing reports and advising the Headteacher and Governors on the findings of projects / reviews Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with School procedures and current Local Government Finance legislation Experience of project management, planning, managing and monitoring of work Managing Health & Safety Evidence of success in building and forming working relationships across professional and operational boundaries 	<ul style="list-style-type: none"> Managing within an educational environment. Managing at a Senior Management Team level. Fund raising and or preparing and submitting grant applications Project management Experience of leading performance management of staff 	<ul style="list-style-type: none"> Application form Interview activity
Knowledge & Skills	<ul style="list-style-type: none"> A good understanding of how Fair Funding and Self-Management impacts on community primary schools. Working knowledge of equal opportunities and managing diversity to promote anti-discrimination How the application of the principles of Best Value 	<ul style="list-style-type: none"> Financial management and accounting in an educational setting An understanding of Teachers' and Local Government pay 	<ul style="list-style-type: none"> Application form Interview

	<p>within a publicly accountable organisation need to be applied</p> <ul style="list-style-type: none"> • The ability to develop and manage a variety of administrative systems. • Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions. • Ability to manage and support staff and their professional development. • Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. • Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel • Shows drive, enthusiasm and commitment in the achievement of business objectives • The ability to use initiative, prioritise and meet deadlines. 	<p>and terms of conditions.</p> <ul style="list-style-type: none"> • Knowledge of schools-based software. • Use of excel spreadsheet • Experience of leading a team • Understanding of educational enterprise issues. • Understanding of promoting positive relationships with the wider school community. 	
Special Conditions	<ul style="list-style-type: none"> • Motivated to work with children & young people. • Ability to form & monitor appropriate relationship & personal boundaries with children & young people. • Emotional resilience in working with challenging behaviours. • Ability to work under pressure, meet deadlines and encompass attention to detail. • Appropriate attitudes to use of authority & maintaining discipline. • The postholder may be required to work outside of normal school hours on occasion, with due notice. • All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. • An understanding of the principles of Keeping Children Safe in Education 2021 and a commitment to ensuring the health, safety and wellbeing of all children. 		<ul style="list-style-type: none"> • Application form • Interview activity