



Job description: School Business Manager

Job details

Salary: Dependent on experience and skills

Hours: Full-time

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Administration, IT, and site 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.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing support staff and IT, including carrying out long-term resource planning and managing 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
- 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
- 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 SLT meetings as required
- Attend and prepare reports for the Finance, HR and Premises Governing Body Committee
- To report to the CFO of The All Saints Trust as SBM at St Aloysius College

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 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 and governor 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
- Ensure the effective and efficient operation of the finance officer, delegating tasks to finance/office staff where appropriate
- To manage the finances of the school's contracts where relevant and ensure regular evaluation and review
- To oversee the school's insurance policies in all forms including arrangements for their review.
- To be responsible for the preparation and submission of all financial returns to the LA and other relevant bodies
- To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness
- To represent the Headteacher at appropriate meetings related to the school's finances
- To work with other members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school
- To attend the Governor's Finance sub-committee meeting

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that school grievance policies are administered in accordance with employment law
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- To line manage the premises and administration staff as required, and identify their development needs as appropriate

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



- To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations
- To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as the school's Health and Safety Coordinator and Fire Officer
- To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility
- To have overall responsibility for the records of fire practices and alarm testing. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment
- To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts
- To represent the Headteacher at appropriate meetings related to the school
- To be a key holder for the school site, if required
- To have overall responsible for the safe working environment within the school

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

Premises

- To lead on site management agenda i.e. school new build or remodeling
- To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds
- To strategically oversee the negotiation, evaluation and management of contracts for works and services to the site
- To oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.
- To consult with the Headteacher to establish and maintain a rolling programme of refurbishment works within budgetary constraints
- To oversee the Premises Manager's regular progress reports and that any recommendations are made to the Headteacher and the Governors' site committee
- To have overall responsibility for the co-ordination and management of work and communication with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site

Administration and general support

- Keep records in accordance with the school's record retention schedule and UK 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
- To ensure that correct preparation and risk assessments are made for school trips
- To be a member of appropriate working parties as and when required
- To vary duties to meet the changing demands of the school
- To help ensure that the school meets the relevant outcomes of the Every Child Matters initiative
- At all times to ensure compliance with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies
- To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time

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

CRITERIA	QUALITIES
Qualifications and training	Essential: <ul style="list-style-type: none"> • A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline • A school business management qualification (CSBM) or a relevant professional qualification in financial management/HR • Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals • Knowledge of appropriate financial and monitoring systems
Experience	Essential: <ul style="list-style-type: none"> • Successful 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 • Contributing to staff development • Working with children or young people • Experience in Human Resources/Data protection
Skills and knowledge	Essential: <ul style="list-style-type: none"> • Expert knowledge of Microsoft Excel • Expert knowledge of financial management • Excellent attention to detail • Previous use of SIMS, SIMS FMS or any other financial/administrative systems • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality • To be able to demonstrate excellent finance and accounting skills. • To have a knowledge of Access or similar packages • To be able generate income • To understand funding systems and DCSF guidance • To have a current knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements • To understand risk assessment techniques



	<ul style="list-style-type: none"> • To be able to represent the school on or off site and understand the importance of the school within the community • To be able to demonstrate a working knowledge of HR and Employment Law • To have the ability to plan strategically and be an efficient project manager • To be able to demonstrate proficient ICT skills • To be able to use initiative, and have well developed incisive analytical and problem-solving skills • To be able to monitor and evaluate procedures effectively • To be able to manage staff and contractors at all levels • To have excellent communication skills, both written and oral • To be able to understand and be committed to equal opportunities for all members of the school community • To have a willingness to participate in further training and CPD
<p>Personal qualities</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 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 • Embraces change well • To be well organised and have good interpersonal skills • To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality and be able to resolve conflict with equanimity • To be confident leader. And be able to work as part of a team or independently, dealing with situations effectively • To be hard working and emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines