

**Job Description**

**School Business Manager**

**Job title: School Business Manager**

**Salary:** SO1

**Hours:** 28 per week term time + 2 weeks during the holidays

**Contract type:** Permanent

**Reporting to:** Headteacher

**Responsible for**: Office, site and catering 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, premises 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 all support staff other than teaching assistants, 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 relevant leadership team meetings and report to governors where appropriate
* 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

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
* In partnership with the headteacher, 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 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
* 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
* Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human resources

* Manage the school’s payroll provision with the payroll provider
* Ensure that all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken
* Advise on HR issues within school and liaise with the external HR provider
* Conduct performance management of line-managed staff
* Ensure all safeguarding procedures are in place, particularly with regard to recruitment procedures and maintenance of the Single Central Record
* Together with the headteacher, conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency

**Premises**

* To lead on the maintenance of the school site and the buildings, working with the Headteacher and Governing Body.
* To lead the planning and implementation of new capital and refurbishment projects.
* To manage the servicing and testing programme and ensure compliance with statutory obligations and local government guidelines.
* To maximise the use of the accommodation both by school and outside agencies in order to generate income.
* To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
* In partnership with the Headteacher to prepare a disaster recovery plan and be aware of its place within the management procedures of the school.

Health and safety

* 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 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

Administration

* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Work with the data protection officer to ensure data protection compliance and help the school community understand how to comply with data protection law
* Be responsible for the provision of specialist advice and guidance to the leadership team/governing body on national and local guidelines/policy/statute etc.

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.