



School Business Manager Job Description

Job Title:	School Business Manager (SBM)
Responsible to:	Headteacher
Purpose of the Job:	
<ul style="list-style-type: none"> • The School Business Manager (SBM) is the school's leading support professional and the strategic lead responsible for Finance, Administration, IT, Human Resources (HR), Premises and Facilities Management and Health and Safety on the Senior Leadership Team (SLT). • The SBM will ensure that all non-curriculum functions are dealt with by the appropriate staff and will support, develop and lead these staff to enable the SLT and teaching staff to deliver the highest quality education to all its pupils. • The SBM will be accountable to the Headteacher and Governing Body for the planning, implementation and control of the school's financial processes, procedures, policies and overall financial position. • As a member of the school's SLT, the SBM will ensure the effective operational management of the school and be collectively accountable for - and make a significant contribution to - the development and achievement of the school's strategic plans and targets and, specifically, to lead on all financial, legal and contractual matters; requiring good judgement and sensitivity within the application of operational guidelines. 	
General Duties	
Leadership & Strategy	<ul style="list-style-type: none"> • Attend weekly SLT meetings, and appropriate Full Governing Body and Governor sub-committee meetings. • Negotiate and influence strategic decision making within the school's SLT. • In the absence of the Headteacher and Deputy Headteachers, take delegated responsibility for financial and other decisions. • Plan and manage change in accordance with the school's strategic plan. • To lead and manage all school support staff, including leading the Appraisal process for the Office Team and the Site Manager, maintaining a culture of high expectations. • To support the school's Attendance Team in implementing the school's Attendance Policy.
Financial Resource Management	<ul style="list-style-type: none"> • Evaluate information and consult with the SLT and Governors to prepare a realistic and balanced budget for school activity. • Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process. • Discuss, negotiate and agree the final budget. • Use the agreed budget (including additional funding grants, such as the Pupil Premium) to actively monitor and control performance to achieve value for money. • Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action. • Propose revisions to the budget, if necessary, in response to significant or unforeseen developments. • Provide on-going budgetary information (including Pupil Premium Funding) to relevant personnel. • Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered. • Maintain a strategic financial plan that will indicate the trends and requirements of the school's strategic plan and will inform future budget forecasting. • Identify additional finance required to fund the school's proposed activities. • Seek and make use of specialised financial expertise. • Manage income through lettings and other activities. • Present timely and fully costed proposals, recommendations or bids. • Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules, in-line with the school's Financial Operating Handbook. • To implement and monitor the Critical and Major Incident Management Plan and oversee risk management, ensuring the safeguarding of school activities. • Ensure compliance with audit requirements, including the Schools Financial Value Statement (SFVS). • To liaise with the LA and DHT – Inclusion Lead to ensure that the correct amount of High Needs funding is paid to the school. • To be responsible for the school's Asset Register. • Manage the school's capital projects. • To be responsible for the school's Census and Workforce Census.
Administration Management	<ul style="list-style-type: none"> • Manage the whole school administration function and lead all support staff. • Design and maintain administrative systems that deliver outcomes based on the school's aims and goals. • Manage systems and link processes that interact across the school to form complete systems. • Establish and use effective methods to review and improve administrative systems. • Benchmark systems and information to assess trends and make appropriate recommendations. • Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.





Management Information Systems and ICT	<ul style="list-style-type: none"> • Ensure contingency plans are in place in the case of technology failure. • Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied. • Ensure effective liaison with the on-site IT technician and act as the first point of contact for ICT procurements and contracts.
Human Resource Management	<ul style="list-style-type: none"> • Manage the payroll services for all school staff. • Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements; including clearance of new staff (medical, DBS, references, etc.) and issue offer letters and contracts of employment. • Manage recruitment, performance management, appraisal and development for all support staff. • Ensure personnel have a clear understanding of the policies and procedures and the importance of putting them into practice. • Monitor the way policies and procedures are actioned and provide support where necessary. • Seek and make use of specialist expertise in relation to HR issues. • Evaluate the school's strategic objectives and obtain information for workforce planning. • Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities. • Update and maintain the school's Single Central Record, checking it at-least quarterly. • Ensure the maintenance of confidential staff records.
Facility and Property Management	<ul style="list-style-type: none"> • Follow sound practices in estate management and grounds maintenance. • Monitor, assess and review contractual obligations for outsourced school services. • Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. • Ensure that all appropriate security systems are maintained, including security of access to the system and security of information. • Ensure ancillary services (e.g. catering, cleaning, etc.) are monitored and managed effectively. • Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements. • Seek professional advice on insurance and advise SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
Health & Safety	<ul style="list-style-type: none"> • Manage the school's Health & Safety Coordinator and liaise effectively with the school's Fire Officer. • Ensure the school's written Health and Safety Policy is clearly communicated and available to all personnel. • Ensure the Health and Safety Policy is always implemented, put into practice and is subject to review and assessment at regular intervals or as situations change. • Enable regular consultation with people on Health and Safety issues. • Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and where appropriate, the HSE. • Ensure the maximum level of security consistent with the ethos of the school. • Through effective line management of relevant staff, ensure that: <ul style="list-style-type: none"> ○ All appropriate risk assessments are undertaken to identify hazards and associated risks involved ○ Equipment for fire protection against and escape from fire are installed and maintained ○ Regular fire practises and alarm emergency lighting tests are undertaken and appropriate records kept ○ Regular equipment testing takes place.
Other Duties and Accountabilities	<ul style="list-style-type: none"> • Promote, support and ensure compliance and best practice with respect to the school's Equal Opportunities, Health and Safety Policies, Data Protection and Safeguarding. • Attend relevant professional development to enhance knowledge and to place the school in a position to be up to date with current legislation and best placed to secure external funding and best value for money. • Contribute to the overall ethos, vision and values of the school. • Ensure that the school is compliant with all aspects of General Data Protection Regulations (GDPR), reporting back to the Headteacher and Governing Body. • To respect the confidentiality of all information relating to the school, pupils, staff and their families. • Liaise with the Parent Teacher Community Association (PTCA) to ensure submission and reimbursement of grants and that school events and activities are managed in line with the correct financial procedures • Undertake other such duties as reasonably correspond to the general character of the post and commensurate with being a member of SLT, including attending meetings and school-related events.

Post holder:

Headteacher:

Date: _____

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