

Job Description and Person Specification: School Business Manager

Job title: School Business Manager Salary:

Grade: B7 pt 26-29 (£34,834 – 37,336) (Pro rata'd (£30,630 - £32,830)

Hours: FULL TIME 36.25HRS Contract type: Permanent TERM TIME plus inset days plus 5 additional days

Accountable to: Headteacher Responsible for the following Teams and all personnel within those teams: Site, Midday Team and Administration team

Member of Leadership Team: Yes

PURPOSE OF ROLE:

As a member of the Leadership Team, the SBM is directly accountable to the Headteacher for leading the strategy and operation of the business functions of the school including financial management, health and safety, human resources, compliance and administration.

- To manage the school office and be responsible for the day to day financial management of the school.
- To organise, maintain and monitor the school's personnel, and pupil data systems.
- To manage the administrative functions and ensure an effective service to the school.
- To line manage premises staff and other administrative staff, including the delegation of relevant tasks and activities.

SPECIFIC RESPONSIBILITIES:

The Business Manager reports to, and is responsible to, the Headteacher for the following areas:

Finance

- Manage the ordering and invoicing of all goods in accordance with Trafford's Financial Guidelines.
- To assist with the provision of regular budget monitoring report, CFR returns, Cost Centre Reports, SFVS, Statement of Internal Control and Best Value Statement for the all stakeholders such as Headteacher and Governing Body.
- Manage the tendering process for yearly staff absence insurance.
- Monitor and maintain accounts for all budget areas.
- Produce budget information for the finance, personnel and premises committee meetings, including interim and annual budget statements, CFR returns, financial summaries, Statement of Internal Control and Best Value Statement.

- Take a lead role in managing the school budget, in partnership with the Headteacher and Schools Finance Support Officer.
- Manage the School Fund including monthly reconciliations and organise the annual audit of the School Fund, ensuring that all School's financial procedures meet SFVS requirements.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend and advise accordingly.
- Work with the Senior Management Team, offering financial advice and support.
- Provide advice and guidance on PTA purchases.
- Manage the accounts for the letting of school premises including regular evaluation and review.
- Assist the Headteacher in developing appropriate service level agreements and monitor the effectiveness and efficiency of the SLA's with the Headteacher.
- To maximise income generation including writing bids and securing funds for the school.

Administration

- Effective management of Administration team to support in the processing of Attendance Registers, recording absences and weekly attendance percentages in SIMS and all other required platforms.
- Oversee the input of school admissions and leavers, maintain up to date school records and producing Common File Transfers.
- Oversee the recording of all Special Needs pupils, working with SEN Co-ordinator to maintain up to date records.
- Be responsible for the collation and preparation of all census submissions.
- Collation of confidential information for a variety of agencies, e.g. dentist, doctor, school nurse, social services, welfare clinics, Children's Centre and local secondary schools.
- To manage the administrative function in school including administrative ICT facilities, school reception, photocopying, records and telephones.
- To be responsible for the systems and general management of the school's administrative and financial computer network, including the implementation of appropriate management information systems.
- To provide for the preparation and publication of all school records and publications.
- Assist with pupil welfare matters, administering medication, contacting parents and dealing with day to day sickness.
- Be aware of child protection issues and the need for confidentiality and to identify to the class teacher and/or the named child protection colleague in school, concerns in respect of individual children.
- Ensure the school is compliant with UK GDPR legislation and act as a key point of contact for any GDPR issues e.g. data breaches.
- Oversee development and review of School Policies and Codes of Practice

Personnel

- To manage HR matters liaising with Senior Leaders and line managers on procedure and practice to ensure compliance with employment legislation and school policies eg,
- Recruitment, discipline and grievance, absence management, contractual/pay matters
- Provide leadership and direct line management for office staff, site manager and midday supervisor, as well as oversight of cleaning contractors.

- To ensure DBS checks are completed correctly and be responsible for ensuring that new staff have DBS, medical clearance and satisfactory references. Liaise with the Local Authority to ensure contracts are issued correctly.
- To ensure that the Single Central Record is completed correctly and maintained effectively alongside the Designated Safeguarding Lead and Headteacher.
- Manage confidential personnel records and contracts for Teaching and Non-Teaching staff with LA and within SIMS
- Preparation of paperwork required for new appointments, amendments to contracts and staff leavers.
- Maintain up to date absence records for all staff.
- Arrange supply cover for teachers and support staff as required.
- Coordinate the administration of recruitment processes for all staff.
- Prepare and submit the Workforce Census in SIMS
- Staff census administration

Premises

- To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Liaise with the Site Manager regarding day to day premises and health and safety needs and to ensure the maximum level of security.
- Assist and Liaise with HT and Site Manager regarding repairs and maintenance of school
- Line manage the Site Manager
- Liaise with Site Manager regarding repairs and maintenance as directed
- Liaise with contractors and obtain estimates as required
- To act as the school's Health and Safety Coordinator and have day to day responsibility for Health and Safety Management and Risk Assessment and Hazard Identification including risk assessments, asbestos register, accident reporting, legionella, fire safety systems and regular checks
- Liaise with Trafford Health and Safety
- Implement actions from audits and reviews
- Maintain the Security Log
- Have oversight of premises support staff and contractors, including cleaners employed through a service level agreement, whilst in school.
- Provide training for staff on health and safety issues and provide updates of any changes
- Organise appropriate cover for the use of school premises outside normal hours, including emergency callouts. To manage overtime duties related to the use of the premises outside normal working hours or cover for the site manager, including liaising with the key holder.

General

- Make significant contributions to the strategic planning and management of the school as a co-opted member of the Senior Management Team and to attend Leadership meetings and governor meetings where appropriate.
- Provide advice and guidance to the Senior Leadership Team and Governing Body on National and Local guidelines, policy and statute etc.
- Be responsible for devising marketing and promotion strategies for the school.
- In the absence of the Administration team - undertake reception duties, including response to telephone and personal enquiries from:

Pupils and Parents
 Teaching and Non-teaching staff
 School Governors
 Local Dignitaries
 Officers in Education and other divisions within the Authority
 Suppliers
 Contractors
 Visitors
 Emergency Services

- Participate in training and development activities and performance development as required.
- Attend and participate in meetings as required.
- Contribute to the school ethos, aims and the development plan.

PERSON SPECIFICATION

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REQUIREMENTS	Method of Assessment *	Desirable / Essential
1. Qualifications/Training etc.		
Good numeracy and IT skills, GCSE Grade 5/C or equivalent in English and Maths	A/C	Essential
A School Business Manager qualification (e.g. Level 4 diploma, CSBM)	A/C/I	Essential
A recent first aid qualification	A/C	Desirable
Evidence of continued professional development	A/I	Essential
2. Experience		
Successful management experience in a school, or in a relevant field outside education	A/I	Essential
Line management experience	A/I	Essential
Experience of change management	A/I	Desirable
Contributing to staff development	A/I	Essential
Experience of working in a team and achieving collective goals	A/I	Essential
Direct experience of using ledger systems and maintaining financial data	A/I	Essential
Experience of writing strategic reports that clearly identify the potential impact(s) or consequence(s) on the business	A/I	Desirable

Experience of quickly analysing complex problems and finding appropriate and timely solutions to resolve the problem	A/I	Essential
Experience of demonstrating, guiding or advising on standard procedures and processes	A/I	Essential

3. Knowledge		
Knowledge of a wide range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring	A/I	Essential
A detailed understanding of the funding and financial management of schools, including their information systems	A/I	Desirable
Knowledge and expertise of working with SIMS or similar management information systems	A/I	Essential
Knowledge of school food standards	A/I	Desirable
4. Skills & Abilities		
Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.	A/I	Essential
Be an effective team player that works collaboratively and effectively with others.	A/I	Essential
Ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included.	A/I	Essential
Ability to present financial data and/or information in a format easily understood by managers of a non-finance background.	A/I	Desirable
Self-motivated with ability to prioritise and manage own workload over extended periods, producing accurate work within deadlines and with minimal supervision.	A/I	Essential
Ability to quickly identify existing or potential business problems with significant financial consequences and present short to medium term solutions.	A/I	Desirable
Ability to support the design or adaptation of business systems so that they are fit for purpose and cost effective.	A/I	Essential
Establish and maintain excellent working relationships with a variety of stakeholders.	A/I	Essential
Ability to use and develop 'office application software' to maximise efficiency and effectiveness.	A/I	Essential
Ability to provide training to small groups of people, preferably; Headteachers Governors and school staff.	A/I	Desirable
Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and database input.	A/I	Essential

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.	A/I	Essential
Ability to understand and apply regulations such as health and safety, premises management etc	A/I	Desirable

* **Method of Assessment:** A = Application form, C = Certificate, I = Interview

Note:

This job description may be amended at any time in consultation with the postholder.