



Job Description - School Business Manager

Post title:	School Business Manager
Salary scale:	SO1 Point 29-31 (in the first instance)
Contract Type:	Full time (37 hours per week, term time plus 5 weeks in the school holidays)
Contract term:	Permanent
Reporting to:	Headteacher

Leadership and Management

- To be a member of the Senior Leadership Team (SLT) and contribute significantly to the continuous improvement of the school and its services.
- Be accountable for all support services in conjunction with DEMATs policies and procedures, which may include, but not be restricted to:
 - Finance
 - Premises
 - Personnel
 - Administration
 - Legal
 - Safeguarding
 - Health and Safety
 - Extended day provision
 - Communication
 - Admissions
 - Complaints
- Ensure that all services, structures and systems within the school meet current legislation and school policies.
- Ensure the school's services, systems and structures work effectively and efficiently.
- Provide support, advice and guidance to the Headteacher and SLT in the development of policies and strategic plans, ensuring that the objectives and priorities are implemented and reviewed systematically.
- Provide support, advice and guidance to the Headteacher, Governors and SLT in developing new initiatives, managing change and maintaining an oversight of the services provided to the school.
- Collate, analyse and present information to the Headteacher, Governors and SLT on performance against targets set out in the School Improvement Plan (SIP), offering solutions and options as to how performance can be improved.
- Take a leading role in the strategic planning of the school and developing the necessary strategies to increase its effectiveness.
- Liaise with DEMAT providing monthly finance reports, HR information, governance issues and capital/premises information

Strategic direction

- Provide support and guidance on strategic projects, partnerships and developments including:
 - The school

- The school sites
- Strategic Risk Management
- Major fundraising initiatives
- To attend and contribute to SLT meetings and take appropriate actions from these meetings.
- To ensure accurate minutes are taken, stored and acted upon where appropriate.
- To attend, report and contribute to all relevant Governing Body meetings

Finance

- Develop and compile budgets and forecasts so that the Headteacher, Governors and SLT are given timely and accurate advice on all financial and business related matters.
- Provide strategic leadership in financial management to ensure the long-term sustainability of the school.
- Ensure that financial systems within the school, including SIMS (or appropriate alternative systems), meet requirements, follow sound practice, have clear accountability and are closely monitored.
- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle of replacement for major physical assets.
- Ensure all financial arrangements are in keeping with the school's status and DEMAT requirements
- Ensure any debts to the school (including school meals) are kept to an absolute minimum and rigorously addressed.
- Ensure the school's online payment system is maintained.
- Oversee payroll, ensuring that both monthly pay-runs are accurate and on time.
- Closely monitor payroll costs against budget.
- Review all funding provided from the DfE and other sources to ensure that the school receives all funding to which it is entitled alongside DEMAT
- Undertake tenders of large contracts (e.g. photocopying, insurance, cleaning services, catering) to ensure value for money alongside DEMAT
- Ensure all contracted services, when in operation, provide a high quality service and value for money.
- Liaise with the PTA over financial matters.
- Prepare budget reports and accounts returns as required by DEMAT
- Monitor all financial transactions and undertaking monthly reconciliations of all bank accounts as required by DEMAT

Personnel – in conjunction with the HR provider and DEMAT

- Ensure the school's support staff (administration, premises, finance, IT) are effective and offer good value for money.
- Be responsible for ensuring Human Resources/Personnel policies are in place, are regularly reviewed and updated and that advice is available to managers.
- Ensure that good personnel practice is followed throughout the school and that the policies adopted by the Governing Body are implemented.
- Ensure that all newly appointed staff receive a contract of employment and job description within the statutory period and an oversight is maintained of all employment contracts and job descriptions.
- Ensure that the school's staffing establishment is monitored, can respond to new requirements and that changes are made only after consultation with and agreement of the Governing Body.
- Ensure that the Pay and Conditions for all staff meet statutory requirements.
- Ensure compliance with all legislative requirements relating to human resources.
- Be responsible for ensuring all personnel issues, including capability, absence and complaints are addressed.
- Assist with the management of staff performance.

Premises – working with premises staff and where applicable DEMAT

- Develop strategies for the effective and efficient management and use of the school's facilities and assets, including the buildings and equipment.
- Ensure the school's Building Improvement Plan (BIP) is kept up to date and implemented.
- Ensure that maintenance and building contracts are tendered to comply with the school's value for money policy and are within the financial limits agreed by the Governing Body. In conjunction with DEMAT
- Be accountable for all premises issues relating to the site including resources and Health and Safety, ensuring that inventories are maintained.
- Ensure the completion of an annual maintenance plan with projections for a rolling five-year programme.
- Oversee the school lettings process, including the invoicing and receipt of revenue.
- Be accountable for the maintenance of the school buildings and grounds, ensuring the safety of pupils and optimising cost efficiency.
- Ensure that effective and high quality domestic services are provided to the school.

Administrative

- Ensure the school's administrative systems and structures provide an excellent service to all staff and stakeholders.
- Ensure the schools administration team is effective and offers good value for money, supporting all staff in the school.
- Ensure all records and data held by the school is accurate, up to date and appropriate, including: school roll, attendance and punctuality of pupils and staff, children eligible for free school meals and/or Pupil Premium funding.
- Ensure front of house staff consistently follow school structures and best practice procedures and provide a professional service.
- Ensure communication from the administrative staff with all stakeholders is of a high standard.
- Ensure excellent administrative and PA support is provided for the Headteacher, Chair of Governors and senior staff.

Legal

- Ensure the school complies with all relevant legislation.
- Ensure the school has prompt access to high quality legal advice, including to the Governing Body, when appropriate.
- Manage exclusion appeals made to the Governing Body.
- Ensure that the school has appropriate insurance for all activities.
- Draft, review, update and appropriately distribute all statutory school policies.

Safeguarding

- To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- To ensure that the Headteacher is made aware and kept fully informed of any concerns the SBM may have in relation to safeguarding and/or child protection.
- To ensure that all statutory and best practice requirements for Safer Recruitment are consistently followed.
- Ensure the school's single central record (and any subsequent legal expectations/risk assessments) meets all statutory requirements and follows best practice, is accurate and up to date at all times.
- Ensure all risk assessments relating to premises are completed to a high standard and reviewed regularly.
- Ensure fire drills are completed, recorded and acted upon.
- Ensure all risk assessments relating to the day to day running of the school are completed a high standard and reviewed regularly.

- Contribute to development of school policies relating to safeguarding and safer recruitment.

Extended Day Provision

- Oversee the school's contract with the wrap around care and pre-school.
- Be accountable for all letting of the buildings and grounds within the school's policies, maximising income but ensuring minimum disruption to the pupils.

Communication

- Develop and monitor the school's Communication Policy, ensuring that good communications are maintained between the school and its stakeholders.
- Ensure the school website is accurate, appropriate and up to date and that it fulfils all legal requirements.
- Ensure IT and telephone systems support the efficient running of the school.
- Manage the school's IT network (with technical support provided by an external supplier).
- Ensure that email accounts, user images and firewall settings are all up-to-date.
- Manage and update as required the school's IP telephone system.

Admissions

- Ensure the admissions policy is followed and updated.
- Advise and report to the Governing Body on all issues relating to admissions.
- To ensure all admission issues are addressed appropriately and in line with legal requirements.
- Manage, monitor and report on all admission processes, including: Nursery offers, allocation of Reception places, pupils transferring in and out of the school other than at the usual times, transfer to secondary schools

Complaints

- To review and update as necessary, following approval by the Headteacher and Governing Body, the school's Complaints Policy, ensuring it meets all legal requirements.

Building Futures Together



The Church of England
Diocese of Ely