**Job Title:** School Business Manager

**Grade/Pay Scale:** £27, 492 - £30, 843 (pro rata)

**Reports to**: Headteacher

**Hours:** 37 hours per week during school time

Term time INSET days + 30 days – 46 weeks per year

**Job Purpose and Scope**

The (SBM) holds a key post of responsibility within the school. Reporting directly to the headteacher, the SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute to the continuous improvement of the School’s services. This will include: ‐

* The promotion of the school aims and ethos
* The management of a comprehensive support service
* Establishing good working relationships with all stake holders and external agencies
* Responsibility for Administration, Human Resource Management, Finance and Pupil Recruitment
* Responsibility for Property Management, Health & Safety and Catering
* Responsibility for Wrap Around Care and Transport

The School Business Manager promotes the highest standards of business ethos and strategically ensures the most effective use of resources in support of the school’s learning objectives.

**Duties and Responsibilities**

The post holder will:

**Operational**

* Line manage support staff, including appraisals
* Monitor the development and ensure the implementation of quality procedures throughout the school
* Contribute to the school development plan as appropriate
* Manage a range of activities within various areas of the school including: Finance, Catering, Cleaning, Premises, Wrap Around Care, Transport, Human Resource Management and Administration
* Work closely and in effective partnership with HT, Governors, DfE and EFA
* Manage marketing, publicity and communications to enhance the school’s reputation
* Generate income to enable and further the school’s aims improvement.
* Attend Governor Meetings, parents evening etc to support the smooth running of the school.

**Personnel Management**

* Maintain personnel matters including staff contracts
* Give advice to headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs
* Maintain confidential staff records and the Single Central Register (SCR) and provide for HT to check regularly
* Ensure that the personnel database within school is accurate
* Check actual salaries against ‘committed’ on a monthly basis to ensure correct payments are being made to staff
* Authorise personnel claims e.g. ‘additional hours’, supply and other timesheets, before they are submitted for action to payroll
* Ensure employees are paid correctly and on time
* Authorise and arrange supply cover
* Manage staff appointments, induction, safeguarding and training.

**Estate Management including Premises, Caretaking and Cleaning**

* Liaise with the headteacher, caretaker and Governors with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property
* Designated member of staff for Health and Safety
* Be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors
* Discuss with the caretaker and headteacher all matters relating to fire risk assessment and fire procedures
* Be responsible for the letting of the school premises in line with school policies
* Meet regularly with the caretaker to discuss and action all premises issues
* Agree a programme for cleaning and minor repairs by the caretaker during holiday periods
* Agree a long term strategic plan of premises development with the caretaker
* Authorise minor repairs within the guidelines of the finance policy
* Prioritise and agree with the headteacher, and Governors where appropriate, all issues relating to non-minor building improvements/repairs
* Liaise with contractors, working within financial regulations and overseeing all building projects to their satisfactory conclusion
* Maintain the asbestos register, ensuring all contractors to the school are aware of its contents
* Ensure that checks are carried out on a regular basis for PAT testing and legionella
* Maintain the asset register and ensure a regular audit of stock and furniture
* Maintain a key register.

**IT**

* Manage school IT systems with the external provider/technition
* Audit and update ICT equipment as necessary
* Ensure IT upgrades are made and inform staff of software changes and initiate training, as required
* Monitor ICT use and ICT equipment on loan
* Ensure that all upgrades are installed and completed satisfactorily
* Maintain an ICT plan in-line with the School Development Plan.

**Catering**

* Monitor the cost of providing meals, including food, energy and staffing
* Establish the continued viability of the department – provide costings on which to set meal prices and determine staffing levels
* Ensure that the quality of the meals provided is maintained and meets agreed standards
* Ensure that all health and safety checks are made in a timely manner and provide for HT to countersign.

**Administration**

* Be responsible for the efficient and effective running of the school administrative support services
* Manage the administrative team so that they perform the following functions; filing, administrative ICT facilities, Scholar Pack, records and telephones
* Manage the admissions to the school, maintaining regular checks on office staff regarding liaison with parents and the LA Admissions Team
* Manage the office staff member responsible for tracking of absence amongst certain groups of children and write to/meet with parents to encourage attendance. Report collated information and meet regularly with Attendance Officer/Family Link Worker/headteacher
* Responsibility for the completion of the School Census with admin staff
* Manage the maintenance of the Asset Register
* Provide census data as required in a timely and efficient manner
* Develop of school publications and communications e.g. prospectus, newsletter, staff handbook, web site in consultation with the headteacher.

**Finance**

* To produce monthly management accounts for discussion with the headtecaher. Present these to the finance and Full Governing Body (FGB)
* To manage the annual budget and cash flow
* To advise the headtacher in the production of three year budgets
* To manage admin staff in purchasing items according to best value
* To manage Sage, ensure it is up to date and that it informs management accounts
* To manage petty cash
* To manage the bank account.

**Levels of Responsibility:**

* Sole responsibility for purchases of goods and services up to £1,000 making recommendations to headteacher and Governors on procurement above this amount
* There is freedom to act in a large area of the work, for which the postholder holds responsibility, without the need to seek ratification or advice. Active decision making and negotiation is required to ensure smooth and effective service provision
* Review organisational strategies to reorganise allocation of duties when it is necessary to do so
* Review staffing levels and make recommendations regarding appointments, taking into account financial planning and capacity projections.

**Effects of Decisions:**

Decisions made are significant and will affect the operation of the school and will affect staff, children and parents. These decisions could affect individuals internally or externally. Decisions are aimed at improving existing systems. It is important to implement appropriate and efficient deployment of staff in admin, educational support and catering staff. When distributing duties, best financial value, efficiency and staff welfare must all be taken into account.

**Resources:**

* Accountable for the accurate handling/security of cash and cheques.
* Registered key holder, no: 3 on call out rota after the Caretaker and headteacher. A contact out of normal hours. Telephone contact for staff/others to report water leaks etc out of normal hours.
* Responsible for lettings
* Responsible for administration system, server (network) access and security
* Software installation/maintenance. Manipulation and presentation of data including finance, personnel, student records, administration documents (not assessment)
* Plant and equipment - As the designated member of staff for Health and Safety:-responsible for making sure the maintenance tools and equipment e.g. ladders, are kept safe and are annually risk assessed and monitored for condition to ensure the operators’ safety and security.

**Work Demands:**

* A flexible approach in order to manage several ongoing tasks at the same time, whilst dealing with interruptions.
* Planning workload and tasks, both personal and across the support team in response to changes, both short and long term
* The work programmes is subject to constant change, and this is an ongoing feature of the work with often considerable upheaval on work patterns, at least on a daily basis
* Deadlines are often imposed by a particular set of data/information required for official purposes e.g. School Census, Budget monitoring return, payment deadlines, personnel forms
* Reports to Governors in time for distribution seven days prior to meetings
* Accountable for time management to set own and admin team deadlines.

**Physical Demands**

Physical effort will include sitting and standing during normal office duties such as filing and use of information technology. On rare occasions, emergency cleaning duties or support in outside learning.

**Working Conditions:**

* Mainly indoors (95%)
* Outdoors for checking on health and safety issues, site management and maintenance requirements (5%).

**Work Context:**

* Mainly office based, open door policy operated. Involvement with parents and staff with an array of needs.

**Knowledge and Skills:**

* Prior school experience as SBM or similar
* Qualified as a SBM through the NCSL (or keen to do so)
* HNC or degree
* Detailed knowledge of Child Protection, Workforce Development
* Detailed knowledge and understanding of legislation, policies and procedures that may impact on the school. This will include knowledge of School Policies, Financial Management Handbook, Tendering process, Health and Safety, Government Nutritional Standards, personnel issues
* Knowledge of software systems
* Use tact and diplomacy to manage staff and deal with personnel issues
* Excellent communication (verbal and written), management, IT, project management, procurement, negotiation, decision making
* Highly proficient skills in the following areas: -
* Communication, both verbal and written
* Use of IT including Excel, Word, Publisher
* Accounting and bookkeeping
* Project Management
* Statistical Analysis
* Business Planning.

**Annual Leave**: 30 days. Annual Leave is to be taken outside of school term time.

**Confidentiality:** All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**Safeguarding:** It is a requirement of this role that the post-holder has satisfactory DBS clearance.