



<b>JOB TITLE:</b>	School Business Manager
<b>RESPONSIBLE TO:</b>	Headteacher
<b>CONTRACT TYPE:</b>	Permanent, term time only
<b>GRADE:</b>	H8/H9/M1 (depending on qualifications and experience) £33,366-£45,718 pro-rata

### **PURPOSE OF THE JOB**

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, premises, 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.

**The post holder would be a senior member of staff and would be expected to attend meetings and functions, some of which may be out of school hours.**

### **MAIN AREAS OF RESPONSIBILITY**

#### **Leadership and Strategy**

- 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.
- 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.
- Day to day line management of administration and premises staff.

#### **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.
- Prepare termly finance reports on the budget and termly reforecasts and submit to the Governing Board.
- Support the Headteacher to make strategic, long-term decisions by providing timely financial information on specific scenarios.
- Comply with financial reporting requirements and submit statutory returns on time.
- 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.

- Monthly liaison with HfL Financial Services Advisor to prepare financial monitor.
- Apply for grants in line identified needs of the school.
- 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.
- Manage the delivery of extended services activities including Nursery 30 hours provision, Early Morning Club and Redbourn Childcare Club (after school provision).

### **Human Resources**

- Manage the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the HR advisers.
- Carry out long-term resource planning and manage recruitment.

### **Premises and Health and Safety**

- With the Headteacher and premises team, supervise the maintenance of the school site.
- 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.
- Ensure all business management policies are updated in accordance with the policy review schedule.
- Advise senior leadership team colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives.
- Work alongside the Governing Board to develop and monitor 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.
- Provide administrative support for the Headteacher and Governing Board.
- Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.



### **Other**

- Attendance at Full Governing Board meetings (half termly).
- Attend termly Finance, Personnel and Premises Committee meetings of the Governing Board to provide business management updates.
- Develop professional business manager communities through ongoing collaboration and networking.

### **EQUALITIES**

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

### **SAFEGUARDING**

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

### **ADDITIONAL INFORMATION**

- Attend the weekly staff briefing or read the minutes and respond as necessary.
- Respect the confidential nature of information about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a "need to know" basis.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.