



Job description: School Business Manager

Elmwood Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 8

Hours: 32 hours

Contract type: part time (Flexible working)

Reporting to: Headteacher

Line Manager for: Office Manager and Catering Manager

Main purpose

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

Duties and responsibilities

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

Take all decisions in line with the vision and values of the school, and encourage others to do the same

Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents

Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

Be responsible for line-managing the Office Manager and Catering Manager, including carrying out long-term resource planning and managing recruitment, appraisal and professional development

Financial management and fundraising

In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds

Submit the budget to the governing board

Monitor the budget all year round, advising the headteacher where revisions or changes are needed

Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions

Comply with financial reporting requirements and submit statutory returns

Oversee school bank accounts on a day-to-day basis, so that invoices are paid promptly, money owed is paid, and clear records are kept

Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan

Find and apply for grants

Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

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 external HR provider

Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and safety

With the headteacher and Site-Manager, 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

Track all school policies and ensure they are updated in accordance with the policy review schedule

Monitor and update 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 body

Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

criteria	qualities
Qualifications and training	<p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</p> <p>A school business management qualification</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p> <p>Being the data protection officer</p>
Skills and knowledge	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of Financial Software (FMS)</p>

Effective communication and interpersonal skills

Ability to communicate a vision and inspire others

Ability to build effective working relationships with staff and other stakeholders

Understanding of data protection and confidentiality

**Personal
qualities**

Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school

Ability to work under pressure and prioritise effectively

Commitment to maintaining confidentiality at all times

Commitment to safeguarding and equality

Embraces change well

Deals with difficult situations effectively

