Job description: School Business Manager

Job details

Job title: School Business Manager

Salary: Points 25 – 35: FTE £36,204 - £45,941 PA

Hours: 40 per week

Contract type: Full time permanent

Reporting to: Head Teacher

Responsible for: Office Administrator

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, compliance, administration and assisting the Headteacher with Human Resources.

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 HT, be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- 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
- Once established as a member of the senior leadership team, attend all leadership team meetings where appropriate
- 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
- Support the Head and Deputy with a marketing plan for the school, which utilises the school website, signage, the prospectus or similar, 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

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
- Submit the budget to the senior leadership team
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed

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- 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, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's income generation strategy, choosing income priorities in line with the school improvement plan
- Find and apply for grants if necessary
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of the school office, delegating tasks to finance/office staff where appropriate
- Ensure the office runs smoothly, by managing your team of staff accordingly

Human resources

- Manage the school's payroll provision with the payroll provider
- With decreasing support from the Head Teacher over time, but always following consultation with, 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 daily support of the Site Manager (Health and Safety Lead), 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 and monitor the intervals of 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 assessment 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 deputy
- Be the school's data protection officer (see Job Description of Data Protection Officer attached), 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.

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Clarity Independent School

Person specification

CRITERIA	QUALITIES
Qualifications and training	• A degree - ideally in accountancy, business management or a related discipline or relevant substantial experience • A school business management qualification such as the level 4 Diploma for School Business Managers accredited by the ISBL (Institute of Schools Business Leadership) • Health and safety training to senior leadership level • Accountancy training
Experience	• Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development • Human resources experience • Data protection experience
Skills and knowledge	• Expert knowledge of financial management • Excellent attention to detail • Previous use of Quickbooks, Arbor, all Microsoft packages • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
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 • Positivity and an excellent, supportive team player

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