



Job Description

School Business Manager (SBM)

Job Purpose

- To act as the schools leading support staff professional and work as an integral member of the Senior Leadership Team (SLT) to assist the Executive Headteacher (EHT) and Head of School (HOS) in their duty to ensure that the school meets its educational aims.
- To line manage and lead the office staff team, including the finance assistant, ensuring and enhancing their effectiveness in providing outstanding admin support for the school.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's development plans.
- To lead on the day to day management of finance, administration, IT and data, human resources, site and facilities, and health and safety.
- To work alongside the DSL team to ensure all safeguarding policies, processes, procedures and training are in place to ensure good safeguarding practice in the school.
- To act as lead liaison with outside agencies working with the school, such as wrap around providers, caterers and our partnership school.
- To work closely with governors to support the governing body to effectively undertake its duties.
- To promote the vision and values of our school with all stakeholders including parents, visitors and the wider community.

Accountable to: Executive Headteacher

Hours: 28 - 30 negotiable

General Duties

Leadership and Management:

The School Business Manager will:

- Advise the EHT, HOS and governing body on all financial matters; attend SLT meetings and governors' meetings, offering financial and personnel support and advice as required; provide regular financial information.
- Contribute to strategic decision making within the school's Senior Leadership Team.
- Plan and manage change in accordance with the School Development Plan.

Administration Management:

The School Business Manager will:

- Manage the whole school administrative function and lead the admin staff team.

- Be responsible for the systems and general management of the school's administrative and financial computer network, design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, local authority and other agencies and stakeholders within statutory guidelines.

Management Information Systems and ICT

The School Business Manager will:

- Communicate the strategy and relevant policies, including data protection for use of technology across the school.
- Work closely with our IT providers *Turn it On* to ensure a strategy for using technology aligned to the overall vision and plans for the school, ensuring best value for money and to ensure that the school ICT is a safe environment for children.
- Ensure that fully costed plans, resources, support and training are provided to enable staff to make the best use of available IT including teaching, learning and assessment systems.
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.

Financial Resource Management:

The School Business Manager will:

- Advise EHT/HOS on all financial matters and report on the financial feasibility of particular projects.
- Have overall responsibility for the preparation of appropriate budget plans to support the school development plan and the development of strategies to address changes in internal and external funding arrangements.
- Monitor salaries and expenditure, preparing regular financial monitoring reports for presentation to the EHT and Governing Body, and providing management accounts for budget holders.
- Have overall responsibility for ensuring supply teacher claim forms are correctly authorised and paid and ensuring claims for overtime and additional hours are correctly authorised and paid.
- Attend governors' Resources Committee, preparing reports on all financial matters for EHT/HOS and Governors and making recommendations relating to budgetary control and the implementation of any improvements.
- Prepare financial returns for DfE, LA and other agencies within the statutory deadlines.
- Ensure the school meets all its SFVS requirements and that these are updated on a regular basis.
- Oversee the day to day management of the ordering, processing and payment of all goods and services, ensuring good value for money.
- Implement and maintain LA financial guidelines ensuring they complement the efficient running of the school.
- Manage any capital project programme in liaison with the London Diocesan Board for Schools (LDBS).
- Have overall responsibility for the monitoring and updating of the school's financial procedures and policies.
- Be responsible for the management of income generation, including school lettings and fundraising initiatives.
- Ensure that the school's voluntary funds are administered efficiently, are reviewed and monitored and are externally audited annually.

- Oversee the purchasing of goods and services, ensuring that accurate stock and inventory control systems, security and safeguards are maintained.
- Have overall responsibility for the receipt, safekeeping and banking of all income, including online payments, managing income generating activities and chasing any outstanding debts owing to the school

Human Resource Management:

The School Business Manager will:

- Ensure information on new starters and changes to staff contracts are communicated to Surrey Payroll Services.
- Assist in the preparation of staff recruitment advertisements with specific responsibility for salary calculations.
- Be responsible for the completion of all new starter paperwork and other documents relating to staff employment and maintain all confidential staff records and personnel files.
- In liaison with EHT/HOS, lead on all personnel and HR issues, seeking appropriate expertise and guidance as necessary.
- Liaise with external organisations to ensure that appropriate clearance for new staff is received.
- Ensure the school's equality policy is clearly communicated to all staff in school.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- In conjunction with EHT, manage recruitment, performance management, appraisal and development for all admin and premises staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
- Ensure people have a clear understanding of school policies and procedures and the importance of putting them into practice, providing support where necessary.
- Assist in gathering information for workforce planning around staffing roles and structures, supporting EHT/HOS and governors in planning for the future.

Premises Management:

The School Business Manager will:

- Oversee all aspects of premises management, liaising regularly and closely with the Site Manager.
- Ensure that the Site Manager carries out regular checks of buildings, grounds, furniture and fittings to identify maintenance, repair, replacement and cleaning.
- Process lettings applications and liaises with the Site Manager concerning lettings arrangements.
- Monitor performance of cleaners in liaison with the Site Manager.
- Carry out administrative duties relating to school/ DfE/ LDBS funded premises projects and liaise with EHT/HOS as appropriate.
- Act as first point of contact for premises matters when the Site Manager is off site.
- Keep records of regular fire practices to ensure emergency procedures are current and timely.
- Follow sound practices in premise management and grounds maintenance including organisation and upkeep of playing fields, gardens, all weather surfaces and drainage to ensure the maintenance thereof, liaising with building maintenance contractors as appropriate.
- Ensure a safe environment in school to provide a secure setting in which due learning processes can be provided, and in which general cleanliness, hygiene and appearance of all buildings and grounds are fit for purpose and of a high standard.
- Ensure that all risk assessments for the school premises, staff and work are undertaken rigorously.

Health and Safety:

The School Business Manager will:

- Act as the school's health and safety lead and fire officer and be responsible for the management of health and safety within the school.
- Ensure the school's health and safety policy is clearly communicated and available to all people and implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to SLT, Governors and where appropriate the Health and Safety Executive.
- Ensure a maximum level of site security, consistent with the ethos of the school.

Safeguarding:

The School Business Manager will:

- Manage the school's Single Central Record and safeguarding requirements for staff, volunteers and visitors
- Ensure all safeguarding policies and procedures are in place throughout the school and regularly updated in the school premises and on the school website.
- Ensure a comprehensive safeguarding training log is in place for staff and governors, to assist the DSL team in ensuring all latest guidance and training is accessed and understood.