

## School Business Manager Job Description

### **Duties and responsibilities**

#### **Leadership and strategy**

As a member of SLT:

- Contribute to and support the Federation's overall mission and vision by advising, managing and implementing the business functions and operational practices which bring efficiency, best practice and best value across both schools
- Ensure that all financial controls and operational procedures comply with legislation and national guidance
- Advise, manage and oversee the day-to-day administrative support to enable the leadership team and staff to focus on teaching and learning
- Ensure positive and effective communications are maintained between the schools and all stakeholders, including parents

#### **Accountability and line management**

The SBM is directly accountable to the Headteacher.

The SBM acts as the line manager for the office administration assistants and the site agents/caretakers.

The SBM is responsible for the delegation of tasks to office administrators to support the overall business and operational functions of the schools.

#### **Business functions**

##### **Financial management**

- Under the direction of the Headteacher, lead on all financial matters to ensure the schools' successful financial performance and that financial decisions are clearly linked to the Federation Strategic Development Plan
- Prepare and submit statutory financial returns to the DfE, LA and other central and local Government agencies within deadlines
- Oversee school bank accounts and cash flow on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Lead on procurement processes, managing tenders/quotes where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Oversee the management of contracts with suppliers to ensure best value
- Be responsible for preparing and reporting on the schools' financial benchmarking data
- Maintain an Inventory to record permanent assets at both schools and report changes to Governors.
- Respond to external and internal audits as required and action any outcomes that may arise from them
- Review the Federation staffing structure in conjunction with the Headteacher to ensure financial and operational efficiency
- Ensure that all finance related policies and procedures are up-to-date and are communicated to staff effectively

- Be in regular communication with Chair and/or Vice Chair of the Finance Committee to update them on financial matters and in preparing Finance Committee's agendas.
- As and when opportunities arise, research potential funding streams available through grants for specific themed projects.

### **Budgeting**

- Manage and monitor the schools' budgets to ensure they are balanced, realistic, and represent effective use of public funds advising the Headteacher where revisions or changes are needed
- Prepare 3 year budget plans in liaison with the Headteacher based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Submit the budgets to the Governing Board for approval
- Submit 3 year budgets to the Local Authority

### **Human resources**

- Manage the school's payroll provision with the payroll provider- checking accuracy on a monthly basis of the monthly payroll, ensuring staff are on the correct pay grades
- Ensure that recruitment process is undertaken appropriately e.g. placing adverts, liaising with applicants to send application packs and answer any questions
- For new staff appointments, undertake medical and safeguarding checks (DBS) before staff expected start dates
- Issue accurate contracts of employment to new staff and maintain locally held copies
- Undertake annual appraisal of admin assistants
- Ensure disciplinary and grievance policies are enforced in accordance with employment law, seeking advice where appropriate
- Be responsible for the administration and recording of all staff absence and when necessary, provide the Headteacher with absence reports as required for reporting to Governors
- Ensure staff information recorded is compliant with the requirements of the School Workforce Census and be responsible for making the annual statutory return

### **Safeguarding**

- Oversee the completeness of the Single Central Record at both schools.
- Liaise with the Safeguarding Lead Governor as and when required.

### **Premises management**

- In conjunction with the Headteacher, Admin Assistants and schools' site agents/caretakers, supervise the safe maintenance and operation of the school sites
- Oversee and monitor maintenance schedules, records and procedures relating to the maintenance and repair of the schools and monitor the progress of these issues in liaison with the site agents/caretakers

- Working in association with the local authority and designated competent person, manage the schools' compliance with Health and Safety Regulations and put in place processes and procedures to ensure the safety of all staff in the schools and communicate these with SLT and staff
- In partnership with external agencies organise and undertake annual Health and Safety reviews/audits and implement these within agreed timescales.
- Proactively conduct regular walkthroughs of the schools' premises to identify any Health and safety issues specific to each school and identify/categorise risks to pupils, staff, visitors and contractors
- Regularly report on H&S actions and progress to SLT and Governors
- Arrange and manage annual PAT Testing
- Maintain grounds maintenance and liaise with contractors about any issues
- Organise Health and Safety training for all staff
- Ensure the continuing availability of facilities, systems, site services and equipment including ICT
- Monitor developments in ICT and consider how it can be used to enhance the schools' business processes, teaching and learning, and staff wellbeing

### **Risk management**

- Monitor and update the schools' risk register
- Ensure risk assessments are prepared, maintained and communicated for appropriate activities

### **Data Protection**

- Act as the Data Protection Lead to monitor and advise on compliance with the General Data Protection Regulations (GDPR) ensuring information security and confidentiality at all times
- Report to SLT/Governors on matters relating to data breaches, subject access requests (SAR)
- Conduct regular audits on data protection procedures to ensure best practice
- Ensure all data protection policies are reviewed and up-to-date
- Respond to any Subject Access Requests or Freedom of Information Requests in a timely manner
- Maintain the Disaster Recovery Plan in liaison with the external ICT Support provider to ensure it is up-to-date and fit for purpose

### **Marketing**

- Actively promote both schools by ensuring the schools' websites are kept up-to-date and any promotional resources (videos, newsletters etc.) advertised on the websites or through other communication channels accurately and positively represent our schools' ethos and vision.