



Believe Achieve Succeed - Learning without limits

## Job Description

<b>Job title:</b>	School Business Manager
<b>Grade &amp; Salary:</b>	MG1 (1-5) 52 weeks per year (negotiable) with holiday
<b>Working Hours</b>	36hrs per week - Monday to Friday
<b>Roles reporting to post:</b>	Office Staff, Site Team, IT Technician
<b>Responsible to:</b>	Headteacher

### Principles:

The School Business Manager (SBM) holds a key post of senior responsibility within the school. Reporting directly to the Head, the SBM is responsible for ensuring all financial and non-teaching aspects of the school run efficiently and effectively. The SBM is expected to contribute significantly to the continuous improvement of the school's services.

### Job Purpose:

- To take specific responsibility for Financial Management, Facilities/Contract management, Catering, Health and Safety, Best Value and Project Management.
- To work with the Human Resource Business Officer to ensure effective personnel management.
- To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available, which includes responsibility for marketing and income generation.
- To be responsible for the coordination of Health and Safety and Risk Management in the school and management of any third-party service contracts.
- To provide vision and professional leadership for the operation and strategic delivery of support services and resources within the school in order to deliver enhanced effectiveness, improvement and success.
- Play a key operational and strategic role in the management of service delivery, supporting the Senior Leadership Team.
- To work collaboratively with other members of the Senior Leadership Team and Governing Body in School Improvement Planning and delivery; and act as a bridge to facilitate closer working relationships between teaching, education, support staff, admin and auxiliary staff.
- To hold the role of Data Protection Officer (DPO), with responsibility for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively.



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## General Responsibilities

- To actively promote the school's aims, ethos and objectives.
- To establish excellent working relationships with all stakeholders, providers and external agencies.
- Planning, management and delivery of efficient and effective business and office services, functions and systems that support excellence in teaching and learning.
- Strategic financial planning, analysis, management and control, linked to the school development plan.
- Ensure best value through procurement and contract monitoring and management.
- Direct line management responsibility of administration and site staff.
- Responsibility for asset, ICT, Catering, After School Club and facilities management and planning, including oversight of health and safety and risk management.
- Support for the governance process by reporting and being accountable to Governors.
- Leadership on development and delivery of relevant areas of the School Improvement Plan.
- Lead on specific events and projects as directed by the Headteacher.
- Assist the Headteacher with policy making, strategic planning, and evaluation and liaison with the Governing Body.
- Keep up to date with national developments relating to support services in schools.
- To oversee the school's data protection processes and advise the school on best practice.

## Delivery of Support Functions

- To be responsible for the systems and general management of the schools administrative and financial computer network and the implementation of appropriate MIS systems.
- To line manage the school's IT technician, to ensure support is pro-active and responsive to needs of the school.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines.
- Lead on and co-ordinate the provision of efficient and high-quality support services through a process of monitoring and review.
- Ensure systems are in line with school priorities and meet legislative, local and national requirements.
- Ensure adequate electronic and paper management information systems are in place, including effective record management and production of reports and returns.

## Financial Management

- To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes oversight of the bank accounts, VAT accounting, cash handling, public and private funds.
- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.



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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 fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Monitoring the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with financial regulation to ensure that the school receives value for money.
- Ensure school financial standing orders are adhered to and review school systems to ensure value for money and cost effectiveness. Regularly review purchasing and contract arrangements to ensure best value and provide advice on insourcing and outsourcing arrangements.
- To monitor the actual budget against expenditure and give notice to the Head and governors of any significant variations.
- Monitoring of payments of salaries by payroll, ensuring that the required returns are completed to deadline.
- To be responsible for seeking professional advice on insurance and advising the Governing Body and the Headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise.
- To prepare all the documentation necessary for the annual audit of the private fund and submit final accounts to the Governors.
- To maintain an Assets Register and the Register of Business Interests.

### **Marketing/Branding/Income Generation**

- Implement a marketing plan for the school, which utilises the school website, signage, prospectus, and communications with current and prospective parents.
- To recruit and liaise with community fundraising volunteers and supporters and keep them engaged with activities within the school.
- To research and engage local community organisations and groups, schools, businesses, clubs and associations, and other sources of support with the aim of building charity partnerships and optimising income.
- To be responsible for preparation of bids in respect of grant applications.
- To represent Stanburn at significant local events, to ensure networking with local businesses and other potential supporter groups and stakeholders.



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## **Personnel Management**

- To provide leadership and guidance for administration staff, including direct line management responsibility where appropriate – administrative and clerical, catering, site/premises and catering contractors.
- To check contracts of employment.
- To give financial advice to governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To check payroll, ensuring all variances are accounted for.

## **Planning and Management of Services**

- Lead on the monitoring, planning, development and management of school assets, ICT infrastructure, catering and facilities management, including drawing up and monitoring of development plans.
- To be responsible for overseeing the maintenance of the school site and the buildings, the monitoring/preparation of maintenance schedules and the efficient operation of all facilities on the property. Also, for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy conservation etc.
- To be responsible for overseeing the management of the upkeep of playing fields, gardens, all weather surfaces, playgrounds and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- To be responsible for overseeing the management of the purchase, repair and maintain all furniture and fittings.
- To conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to students, staff, visitors and contractors.
- To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- To be responsible as the Lettings Officer with regard to letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility.
- Awareness of contractual requirements and performance measures and regular liaison with external service providers to ensure contractual requirements are met.
- Work alongside designated members of the Senior Leadership Team to ensure the efficient administration of the school risk assessment process.
- Ensure school security arrangements, including critical incident and emergency planning, are in place and appropriate.



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## Data Protection Officer

- Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with data protection law, by:
  - Collecting information to identify data processing activities
  - Analysing and checking the compliance of data processing activities
  - Informing, advising and issuing recommendations to the school
  - Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate
- Ensure the school's policies are followed, through:
  - Assigning responsibilities to individuals
  - Awareness-raising activities
  - Co-ordinating staff training
  - Conducting internal data protection audits
- Advise on and assist the school with carrying out data protection impact assessments, if necessary
- Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
  - Helping the ICO to access documents and information
  - Seeking advice on data protection issues
- Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
  - Responding to subject access requests
  - Responding to other requests regarding individuals' rights over their data and how it is used
- Take a risk-based approach to data protection, including:
  - *Prioritising the higher-risk areas of data protection and focusing mostly on these*
  - *Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve.*
- Report to the governing board/board of trustees on the school's data protection compliance and associated risks.
- Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role.
- Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role.
- Maintain a record of the school's data processing activities.
- Work with external stakeholders, such as suppliers or members of the community, on data protection issues.
- Take responsibility for fostering a culture of data protection throughout the school.



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## **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of children within the school in accordance with our policy.
- Alongside the headteacher and deputy headteacher, to undertake periodic checks of the single central record.

The Governing Body is committed to safeguarding and promoting the welfare of children, young adults and expects all staff and volunteers to share in this commitment. A strong commitment to furthering equalities in both service delivery and employment practice is expected.

*Other reasonable tasks from time to time as directed by the Headteacher.*

*Duties and responsibilities of the post may change over time as requirements and circumstances change.*



## Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</li> <li>At least 5 GCSEs at grade C or above (including English and Maths), or NVQ level 2 (as appropriate), or equivalent qualifications</li> </ul>	A school business management qualification (for example, a Level 4 Diploma in School Business Management)
Experience	<ul style="list-style-type: none"> <li>Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>Experience of taking a lead role on budget planning and monitoring</li> <li>Experience of leading and managing a team of staff</li> <li>Experience of working successfully as a member of a team</li> <li>Experience of working with different stakeholders</li> <li>Experience of working under pressure and prioritising workload in order to meet strict deadlines</li> <li>Experience of managing and analysing staff payroll and contracts of employment</li> <li>Experience of negotiating and managing supplier contracts</li> </ul>	<p>Experience of working in a similar role in a school setting</p> <p>Use of school finance software (FMS and Access)</p> <p>Understanding and using data systems such as SIMs</p> <p>Experience of preparing for the Schools Financial Values Standard (SFVS)</p>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Expert knowledge of financial management</li> <li>Ability to maintain finance and HR records</li> <li>Effective communication and interpersonal skills</li> <li>Ability to communicate a vision and inspire others</li> <li>Ability to build effective working relationships with staff and other stakeholders</li> <li>Understanding of data protection and confidentiality</li> <li>Ability to lead others</li> <li>Ability to be proactive and to drive change</li> </ul>	Knowledge of the requirements in relation to financial management standards in schools
Personal characteristics	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Embraces change well</li> <li>Willingness and enthusiasm for on-going professional development</li> <li>Deals with difficult situations effectively</li> <li>Flexible, approachable, kind and resilient, with a positive and energetic approach to work</li> <li>Commitment to one's own personal wellbeing</li> </ul>	Willingness and enthusiasm for on-going professional development
Equal opportunities	<ul style="list-style-type: none"> <li>A commitment to promoting equality of opportunity</li> <li>An unwavering commitment to safeguarding pupils</li> </ul>	