

School Business Manager – Grade 9

Job purpose

The school is a provider of education and extended learning services which strives to ensure that every child and young person have the best opportunities to reach their full potential and that they are best supported to grow and achieve within a safe, healthy and nurturing environment.

The School Business Manager is a member of the Senior Leadership Team responsible for the professional leadership of the financial and administrative aspects of the school. You will be required to provide a major contribution to the overall organisation, management and direction of the school.

The role requires an individual who holds a qualification in business, accounting or financial management (or is working towards it) and is experienced in accounting procedures and budget monitoring and has effective IT and supervisory skills. You will carry out a range of complex or sensitive and confidential financial monitoring and accounting duties which will include the direct management of a team of Support Staff..

Good interpersonal and communication skills are also important in order to build and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and guidance and carry out duties in relation to all school business matters.

Key areas of responsibility

You will work alongside and under the guidance of Senior Leaders and in line with the school's policies, procedures, relevant legislation, and requirements.

1. **Financial and Administration Management.**

- Major contribution to the preparation, setting and monitoring of a school budget between £500,000 to £5 million per annum, in liaison with the Head Teacher.
- Responsible for the administration of the payment of all invoices for expenditure and income collection in accordance with payment timescales and the School's & Local Authority's procedures.
- Provide the Head Teacher, Senior Leadership team and Governors with specific expertise and advice in relation to the long-term financial planning for the school..
- Provide accurate analysis of the school budget, identifying trends, potential over / under spends and provide detailed reports to the Head Teacher, Senior Leadership Team and the Governors in a timely fashion.

- Responsible for the collection, accounting and banking of all monitory transactions received by the school including the preparation of the school's funds account and recommendations on the most appropriate investment initiatives.
- Interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- Identify and pursue sources of funding, sponsorship and grants, to write bids to secure funds as required.
- Initiate and manage all audit procedures to comply with all audit requirements, for all funds.
- Attend full Governors and finance subcommittee meetings along with any other relevant meetings relating to financial and procedural matters, as directed by the Head Teacher.
- Manage the whole school administrative function, ensuring that there are appropriate and relevant administrative systems in place to support the school in its aims and goals.
- Collect, manage and analyse pupil performance and assessment data across the school and report to the Senior Leadership Team.
- Ensure that all returns to the DfE, Local Authority and any other relevant body are carried out within the predetermined deadlines.

2. Premises and Asset Management.

- Responsible for the development, implementation, maintenance and monitoring of systems ensuring they are fit for purpose, including the setting up of appropriate application tools for the purpose of budget proposals.
- Ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Ensure there is an inventory of all school equipment which is maintained and to develop a replacement rolling programme for all school equipment..
- Work closely with the Premises Team in the management of all compliance aspects of Health and Safety.
- Ensure ancillary services, such as Cleaning and Catering are monitored and managed effectively and high standards are achieved.
- Monitor and report on the maintenance and cleaning of the site (grounds and building).
- Monitor and report on the security of the school site, and the day-to-day running of the building.
- Manage and monitor external contractors tenders, estimates, contracts, costs and agreements as appropriate.

- Monitor and report on the quality of work by all contractors, cleaning and catering reporting to the Head Teacher or Senior Leadership Team as appropriate.
- Undertake specific projects and research.

3. Management Information, IT Systems & Equipment Management.

- Responsible for the development, implementation, maintenance and monitoring of all data systems ensuring they are fit for purpose, including the setting up of appropriate application tools for the purpose of budget proposals.
- Ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Responsible for the security, monitoring and control of access to systems and ensuring daily back up and safety of systems.
- Provide guidance, advice and support to the Governors and SLT on the process and use of pupil data management systems ensuring that the data is effectively managed in line with national and local standards.

4. Staff Management

- Line management and supervision of a team of Support Staff, including the allocation, co-ordination of work, staff development and training.
- To maintain and keep up to date all staff records.
- To be involved in the recruitment process of staff as required.
- To ensure the single DBS central record is up to date.
- Ensure all staff have a clear understanding of the policies and procedures and carry out their duties in line with these policies and procedures.
- Make use of specialist expertise in relation to HR and payroll issues.

5. Professional & Personal Conduct.

- You will work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- You will develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.

6. Professional development.

- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- You will keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Senior Leaders, and identifying relevant professional development to improve personal effectiveness.

7. Safeguarding.

- You will actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices.
- This may include the efficient and timely use of CPOMS to record, identify and report any child protection or safeguarding concerns, prepare and maintain the school's single central record (SCR), verify contractors and visitors DBS accreditation and/or Letters of Assurance and maintaining the integrity of the InVentry signing in system.

8. General Information.

- The jobholder may be required undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Head Teacher from time to time.
- The jobholder's duties must at all times be carried out in compliance with the school's Equality, Diversity and Inclusion policies and any other policy designed to protect employees or service users from harassment.
- The jobholder must take reasonable care of the health and safety of self, other persons and resources whilst at work co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the school's Health and Safety Policy.
- It is the duty of the jobholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The jobholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.
- The job holder may be required to undertake basic First Aid training, assist with the safety and wellbeing of pupils/students who are ill in school, ensure information is recorded appropriately in line with established procedures and order and organise first aid supplies and stock.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Where the criteria are to be identified through the "Selection Process", this will be tested during the recruitment process, which may involve written exercises, group discussions, presentations, interview etc.

Knowledge, Qualifications, Skills and Experience	Shortlisting Criteria
A recognised qualification in business, accountancy or finance or a diploma in School Business Management or working towards.	Essential
Ability to monitor and review the use of financial resources.	Essential
Experience of monitoring budgets, financial reporting, procurement, fixed assets and Health and Safety compliance.	Essential
Experience of financial analysis and reporting.	Essential
Experience of managing a team, including, supervision, support, training and performance management of staff	Essential
Experience of working effectively with internal and external partners.	Desirable
Experience of working in a management role in education.	Desirable
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	Essential
Experience of using financial management information, data analysis and information reporting systems.	Essential
Advanced knowledge of IT applications and systems such as Microsoft Office and specific school management information systems, including the Child Protection Online Management System (CPOMS), Money Manager, InVentry, AnyComms, ParentPay and Parent Apps.	Essential
Ability to use initiative, prioritise and meet deadlines under pressure.	Essential
Excellent interpersonal and communication skills, both orally and in writing.	Essential
Ability to maintain a positive, compassionate, and professional demeanour, especially when working under pressure.	Essential
Ability to create a respectful, inclusive team environment and actively support the school’s ethos and organisational values.	Essential
Certificate of competence in first aid at work (FAW), emergency first aid at work (EFAW) or equivalent level of training or qualification appropriate to the circumstances.	Desirable
Accepts standard screening plus any other medical screening as decided by the Occupational Health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

General information

When you start in your role you will receive a comprehensive induction and any mandatory training including, safeguarding and core CPD.

Have regard for the ethos, policies and practices of the school and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.
