

St Saviour's CofE Primary & St Paul with St Luke Federation



School Business Manager – Job Description (St Saviour's CofE Primary School)

JOB DESCRIPTION

Hours: 35 hours per week, term time + 2 weeks

Salary scale: Depending on experience

Line Manager: Headteacher

Supervisory responsibilities: Line management of all administrative support staff including finance, administration and premises team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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, human resources, compliance and administration.

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.

They will exemplify the school's high standards of professionalism in their practice and conduct, and ensure this is also reflected in the environment of the school office and Reception Area.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing non-teaching support staff, including managing their induction, performance 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
- Support the smooth running of the school by putting agreed policies and procedures in place and communicating them to staff
- Monitor developments in technology and consider how it can be used to enhance the school's business processes and staff wellbeing
- Attend senior leadership team meetings when required and serve as a member of the school's Governing Board and Resources Committee
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Support the headteacher in preparing and submit an annual budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- 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
- Keep up to date with financial regulations and ensure that responsibilities outlined with the Tower Hamlets' Financial Procedures and the Scheme of Delegation are fully implemented and periodically monitored
- Comply with financial reporting requirements, including submitting statutory returns
- Oversee school bank accounts and online payment systems on a day-to-day basis, ensuring money is receipted and banked, invoices are paid promptly, money owed is collected, and clear records are kept, including accounts for petty cash and school fund
- Ensure that school inventories and the disposal register are maintained and up to date
- Monitor payroll information, checking for accuracy and ensuring compliance with the pay policy
- Lead on arranging quotes and more formal procurement processes, including managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals, ensuring value for money and seeking out new suppliers
- Manage the school's lettings offer
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and support the application process for grants

Human resources

- Liaise with the school's personnel provider regarding the issue and update of staff contracts
- Liaise with the school's pay roll provider regarding issues of pay, pensions etc
- Liaise with the school's health insurance provider to handle claims and ensure adequate levels of cover
- Be the school contact for contract services, such as cleaning and catering, supply agencies and out of school hours provision, supporting quality assurance and addressing any issues which may arise
- Support recruitment procedures, including posting adverts, producing information packs, timetabling visits, collating applications, gathering references, verifying qualifications and sending offer letters.

Health and safety

- Line manage the school's Premises Manager to ensure duties are completed and the safety and security of the school site is maintained
- 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, including reviewing the school's Health & Safety policy
- Monitor health & safety, including undertaking termly health & safety walks and leading an annual audit in partnership with the Tower Hamlets Health & Safety Team
- Ensure necessary records are kept and personal risk assessments are completed as and when required Ensure that all staff, including contract caterers and cleaners, are aware of and comply with the school's Health & Safety procedures, providing regular updates, inducting new staff and arranging safety training as required

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all non-curricular school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the school's risk register and disaster plan

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Log and track any formal complaints received by the school
- Ensure that written correspond, telephone calls and face to face enquiries are dealt with in a timely and professional manner by the administration team and that the office and reception environment reflects the high standards set by the school
- Provide administrative support for the headteacher and governing body

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher. Also the post holder may be asked to work across school in partnership and Federation.



School Business Manager – Person Specification (St Saviour's CofE Primary School)

RECRUITMENT

The criteria below will form the basis for the short-listing and interview process, and candidates are requested to respond accordingly.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• A degree or other relevant qualification - ideally in accountancy, business management or a related discipline (desirable)• A level 4 or above in School Business Management diploma or equivalent (Essential)
Experience	<ul style="list-style-type: none">• Successful leadership and management of finance and financial procedures.• Successful leadership and management of Health & Safety• Managing staff performance, including delivering training and leading appraisals• Two years' experience working as a School Business Manager or Assistant School Business Manager (desirable)
Skills and knowledge	<ul style="list-style-type: none">• Expert knowledge of financial management and compliance• Excellent knowledge of Health & Safety legislation• Excellent organisational, record keeping and administration skills• Excellent attention to detail• Working knowledge of Sage or RM (Arbor) Finance software• Effective communication and presenting skills• Effective interpersonal skills and high standard of professionalism• Ability to communicate a vision and inspire others

	<ul style="list-style-type: none"> • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school • Desire to interact with children, parents and staff to help secure the best possible academic and pastoral outcomes for pupils • Ability to work under pressure, be flexible and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Holds high expectations of self and others • Thinks positively offering solutions and learning from set backs • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school