



School Business Manager

Job Description and Person Specification- 2024

Job Purpose: As a member of the Leadership Team to be responsible for:

- Creating and delivering a shared strategic vision.
- Identify, develop and deliver strategies for the generation of revenue streams to strengthen the School's financial position.
- Leading the school's operational, financial, risk management and contingency action strategies.

Responsible for:

Non-curriculum based personnel. (Admin, Finance, Premises Wrap-around Care.)

Areas of Responsibility:

Finance & Business	Human Resources	Facilities & Property
Health & Safety	School Administration	Management Information Systems
Wrap-Around Provision	Marketing & Community	

A. Finance and Business Management

1. Management of school's finances, including Standards Fund and other external funding.
2. Budget planning including preparation of financial forecasts and budgets, in consultation with the Head teacher.
3. Preparing financial reports as required by Head teacher, Governing Body and other budget holders; attending meetings of Governing Body, as required, to present reports on financial matters.
4. Monitoring of all income and expenditure relating to internal budgets; keeping budget holders informed of their balances and committed expenditure. To act as budget holder as appropriate at the discretion of the Head teacher.
5. Management and development of the school's computerised financial systems.
6. Responsible for preparing of invoices and taking necessary action to recover debts.
7. Preparation of reconciliation reports, VAT returns and any other financial return required either statutorily or by the Local Authority.
8. Responsible for reconciliation and reimbursement of petty cash.
9. Manage the relationship and contracts with all external providers of goods and services.
10. Responsibility for the internal financial procedures and processes necessary for the smooth and efficient operation of the school.
11. Development of school financial policies and procedures (eg. Lettings Policy) in line with LA requirements.
12. Collating of information and submission of documentation relating to bids for external funding.
13. Identify, pursue and deliver new sources of funding, ensuring maximum income is generated within the ethos of the school.
14. Responsible for the policy, management and procedures of collecting payments of nursery fee's.

15. Maximise the use of the accommodation both by school and outside agencies in order to generate income.
16. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules. Monitor the effectiveness and implementation of agreements.
17. Regular market testing all services for which the school receives delegated funds ensuring “value for money” is received.
18. Preparation of benchmarking reports for SLT and Governors.
19. Organise the work of appointed contractors, ensuring contract compliance. Resolve disputes with suppliers and contractors in the interest of the school.
20. Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

B. Administration Management

1. Manage the whole school administrative function.
2. Strategic responsibility for development of ICT/manual systems holding information on pupils and staff.
3. Organise and maintain the office administration systems and supervise the administrative support staff accordingly.
4. Use data analysis, evaluation and reporting systems to ensure systems are streamlined to maximise efficiency and avoid duplication.
5. Benchmark systems and information to assess trends and make appropriate recommendations
6. Prepare information for publications and returns for the DfE, LA, other agencies and stakeholders within statutory guidelines.

C. Human Resources Management

1. Strategic responsibility for development of risk assessment policy as it relates to staff, visitors and pupils: including security, fire, equipment, buildings, insurance and administration.
2. Supervising, planning, monitoring and co-ordinating the work of staff working in the areas of administration, finance and the wraparound service.
3. Responsible for the performance management of non-curriculum support staff. Setting targets for development, training and reviewing achievement.
4. In consultation with the Head teacher, produce job descriptions, person specifications and advertisements for vacant posts as required.
5. Manage recruitment for non-curriculum based support staff.
6. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
7. Plan and manage change in accordance with the school development/strategic plan.
8. Provide Governors with relevant policy updates.
9. Ensure all staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
10. Monitor the way policies and procedures are actioned and provide support where necessary.
11. Seek and make use of specialist expertise in relation to HR issues.
12. Evaluate the school’s strategic objectives and obtain information for workforce planning.

D. Facility and Property Management

1. Strategic responsibility for the development of a three year maintenance and improvement plan for the school site in collaboration with the Headteacher.
2. Lead the planning and implementation on site of new capital and refurbishment projects.
3. Responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
4. Responsibility for the good maintenance and development of all aspects of services relating to the effective organisation of the school: e.g. telephones, lighting, electrical wiring, fixed assets.
5. Maintain service records and annual tests certification e.g. P.A.T testing, fire equipment, alarms and water systems (Legionella).
6. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
7. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
8. Manage the catering and cleaning contracts.
9. Negotiate, manage and monitor premises contracts, tenders and agreements for the provision of support services.
10. Manage the letting of school premises, for the development of the extended services and local community requirements.
11. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
12. Prepare and maintain a disaster recovery/business continuity plan and ensure its compatibility with the management procedures of the school.
13. Advise and attend the relevant committee of the Governing Body.
14. Oversee the maintenance and management of the school asset registers.
15. Liaising with the Police and Security Companies with regard to the development of site security, specifically in terms of CCTV and access control.
16. Ensure all policies relating to facilities management are reviewed and comply with legal and regulatory requirements.

E. Management Information Systems

1. Management of the school strategy for using technology. Ensuring it is aligned to the overall vision and plans including value for money.
2. Consider approaches for existing use and future plans to introduce or discard technology in the school.
3. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
5. Ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.
6. Ensure contingency plans are in place in the case of technology failure.
7. Manage and liaise with IT support and contractors for both Admin and Curriculum services ensuring servers, broadband, email, WiFi, cloud backup and MiS platforms are operational on a daily basis.
8. Manage IT services within the school as the Administrator; including SIMS/FMS, email and USO's
9. Ensure all equipment repairs/replacement are actioned promptly.
10. Maintain an asset register of IT equipment.

F. Health & Safety Management

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Support the Head teacher in ensuring the School's Health and Safety obligations are being met.
3. Work with key managers to ensure relevant risk assessments are undertaken and control measures, where appropriate are implemented.
4. Plan, instigate and maintain records of fire practices and alarm tests.
5. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
6. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
7. Enable regular consultation with people on health and safety issues.
8. Ensure systems are in place to enable the identification of hazards and risk assessments.
9. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
10. Ensure the maximum level of security consistent with the ethos of the school.
11. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

G. Wrap-around Provision Management

1. Operational management of the Golden Eagle Service: Breakfast Club, After School Care and Holiday Play scheme.
2. Manage and monitor the staff and pupils within the service.
3. Organise staff rotas, cover for staff absence and other relevant paperwork.
4. Supervise and support staff in the planning of sessions.
5. Responsible for the financial management of the service.
6. Liaison with appropriate agencies e.g. local authority, local businesses.
7. Co-ordinate and organise training opportunities for staff.
8. Reconcile booking fees, invoices and petty cash reimbursements.
9. Prepare and submit reports for the Senior Leadership and Governors.
10. Operate the provision to ensure the full income potential is maximised.

H. Community Links & Marketing

1. Uphold the School's reputation in the community.
2. Develop and deliver the marketing strategy/plan with the Senior Leadership Team.
3. Develop new and effective approaches to marketing and publicity in order promote the school.
4. Content management of the school website.
5. Organise production of marketing materials with external agencies such as digital design agencies, print suppliers, advertisers, event organisers etc.
6. Conduct market research and surveys from time to time with parent and prospective parent groups.
7. Attend relevant external events to promote the school
8. Create links with outside agencies, local businesses and community organisations which are beneficial to the school.
9. Liaise with local businesses for fundraising, arranging vocational experiences and joint projects.

Personal Specification

	E	D
Knowledge and Qualification		
Degree level or equivalent at professional qualification level	X	
Certificate of School Business Management (CSBM), or Diploma of School Business Management (DSBM), or Advanced Diploma of School Business Management (ADSBM)		X
Successful education / training and track record in relevant finance / management field		X
Knowledge of education financial budget management procedures and administrative procedures	X	
Knowledge of management information systems, database and spreadsheet applications	X	
Knowledge of SIMS, FMS and Arbor	X	
Advanced ICT skills including good working knowledge of Microsoft (Excel and Word)	X	
Experience		
Experience of School Business Management in a primary or secondary setting.	X	
Demonstrable experience in finance management	X	
Clear understanding of local authority budget management processes and proven ability to manage a significant budget.	X	
Experience of project management, planning, managing and monitoring of work		X
Experience of change management Skills		X
Understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations.	X	
Able to analyse data and information to monitor and support activities to promote solutions.	X	
Experience of marketing to secure fundraising and building networks and partnerships		X
Experience of Performance management appraisal for staff.		X
Personal Attributes		
Honesty, reliability, integrity and commitment	X	
Flexibility and a willingness to adapt to changing circumstances	X	
Resilient and able to meet demands of a high pressured environment, dealing with challenges when required	X	
Ability to relate well to children and adults	X	
Ability to self-evaluate and address learning and development needs.	X	
Ability to demonstrate highly developed oral, written and presentation skills	X	
Willing to undertake sometimes extended and variable hours working including offsite, attending out-of-hours meetings and events.	X	
Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.	X	