



## **Job title: School Business Manager**

### **Salary: Grade Range 12 to 15**

**Contract type:** Permanent, full-time - However, part-time (28 per week minimum) would be considered depending on the skills and experience of the candidate)

**Reporting to:** Headteacher

**Responsible for:** A finance team of one full-time and two part-time staff

### **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, site management compliance and administration. To ensure compliance with legal and regulatory requirements, the company Memorandum and Articles and the Funding Agreement with the DfE in order to provide a safe, efficient learning environment for students and for staff.

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.

### **Duties and Responsibilities**

#### **Leadership and Strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the head teacher, 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
- As a member of the senior leadership team, attend some leadership team meetings and report to governors where appropriate
- Act as Company Secretary to the Trust, ensure that records and information are submitted to Companies House
- Contribute to the Self Evaluation of the school and the School Development Plan (SDP)
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Lead, performance manage and directly line-manage the Finance officer, Finance Assistants and Caretakers

## **Financial Management and Fundraising**

- In partnership with the head teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- To advise the Headteacher and Governors of fraudulent activities suspected or uncovered
- Submit the budget to the governing board
- Monitor the budget all year round, advising the head teacher where revisions or changes are needed
- Manage month end and year end procedures.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the head teacher 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 development plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Provide ongoing budgetary information, financial support and training to budget holders and other members of staff
- Supervise the scrutiny and authorisation of purchasing and payments

## **Human Resources**

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and school policies.
- Advise on HR issues within school and liaise with the external HR adviser
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

## **Health and Safety**

- With the head teacher and premises team, supervise the maintenance of the school site
- 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
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner
- Ensure H&S monitoring and maintenance of records, to include: asbestos, fire risk assessment, COSHH, water standards, hygiene standards, waste management, catering, employee facilities, work-time management and stress management
- Coordinate health and safety training for staff

## **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Prepare and manage external audits and annual financial audit
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Review and update the Internal Financial Procedures Manual annually to ensure financial transactions are carried out in a manner appropriate to the school's status and in accordance with relevant statutory DfE guidelines. Develop, organise and manage financial procedures to match the procedures manual

## **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the head teacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

## **Facilities**

- Be responsible for strategic premises budgets, including CIF & Devolved Formula Capital
- To be responsible for the safe maintenance of the school site and buildings including all aspects of security
- To follow sound practices in estate management and grounds maintenance
- To establish, monitor and review maintenance schedules and plans for premises upkeep and refurbishment, and be responsible for the efficient operation of all facilities
- Develop and implement the school's premises development plan to support teaching and learning
- Be responsible for negotiating and monitoring contracts for utilities, cleaning, catering and grounds maintenance
- Liaise with the lettings company, and keep terms and conditions and charging policy under review
- To be responsible for the school's asset registers ensuring that it is maintained and regularly updated
- To lead on Health & Safety undertaking to ensure legislative compliance and the necessary risk assessment monitoring
- To ensure that systems are in place for effective monitoring, measuring and reporting of Health & Safety issues
- To overview the half-termly fire evacuation drills and the regular testing of fire alarm systems and equipment
- Be responsible for the premises section of the school's Accessibility Plan, ensuring compliance with legal requirements for disabled access
- Be responsible for licensing
- Implement policies to make the school more sustainable
- Manage capital build projects, liaising with the contractors as appropriate
- Be responsible for accessing funds for building improvements, eg CIF
- To manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

Langtree School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, in line with Langtree School's Safer Recruitment Policy, an enhanced DBS disclosure is required for this post.