SCHOOL BUSINESS MANAGER

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| **SBM** – make a major contribution to the success of the school by ensuring effective operation of all aspects of business and admin functions, leading on school financial management and income generation, taking a lead role in Facilities Management and Development, and managing the admin and lunchtime supervisory staff teams. The SBM works alongside Senior Leaders and reports directly to Governors at all times. |
| **TASKS****Leadership and Strategy*** Be a full member of the Senior Leadership Team and Extended Senior Leadership Team
* Attend and participate fully in the Senior Leadership Team, Extended Senior Leadership Team and Governing Body meetings.
* Have a key leading role in advising the Senior Leadership Team with regard to strategic and innovative developments.
* Plan and manage change consistent with the school’s overall vision and school development planning.
* Lead on the development, implementation and review of performance management and induction procedures for office staff.
* Liaise with partners to pursue shared goals, including working with Hollis Academy (co-located school and part of the Horizons Trust) to ensure effective and efficient arrangements for sharing the site with maximum educational and financial benefits.
* Promote the school’s aims and ethos at all times, including safeguarding policies, commitment to equality, valuing diversity, global links and environmental responsibilities.
* Lead and manage the school banking system and associated financial software packages.
* Lead on the development, implementation and review of financial policies.

**Administration and Management*** Collate and analyse complex information, and consult with the SLT and Governors to prepare a budget matched to the school’s aims and objectives.
* Manage the formula funding of the school by calculating and preparing invoices for all local authorities.
* Actively monitor and control expenditure, using accurate coding to maximise the benefits of all budgets and grants.
* Prepare a strategic 5-year financial plan, monitoring trends and providing a basis for forecasting future years’ budgets.
* Implement effective financial administration procedures.
* Monitor expenditure and advise on actual and potential under / over spending.
* Facilitate the identification of needs for supplies and services, ordering, and processing invoices.
* Manage procurement and commissioning, prepare specifications for contracts, SLAs and tenders, and monitor the provision of support services in line with contracts and SLAs.
* Prepare and maintain reports and records using the school’s computerised and paper-based accounting systems.
* Ensure proper collection, reconciliation and banking of monies received by the school.
* Secure sponsorship, grants and donations.
* Maintain an inventory and register of assets.
* Put in place and administer appropriate insurances (including making claims) and ensure that risks are prudently managed, seeking professional advice as required and putting contingency plans in place in liaison with the SLT.
* Monitor and evaluate the operation of financial policies and procedures, recommending changes as required.
* Prepare financial returns as required by the local authority and / or other relevant bodies.
* Support income generation from the school’s facilities and capacity to deliver services, ensuring that income is invoiced and processed in an accurate and timely fashion.
* Manage and organise the school’s admin and reception functions.
* Implement, monitor and report on the school’s equality policies and access plans, liaising with the SLT on pupils and curriculum aspects.
* Manage the school banking system by liaising with the bank where appropriate and maintain appropriate records.
* Be accountable for the banking records for audit purposes.
* Advise the Headteacher with regard to spending and the accounts via the banking system.
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| **Human Resource Management*** Manage all payroll services including the efficient operation of payroll systems, handling timesheets and other claims and facilitating the work of external providers.
* Lead on all recruitment procedures including advertising, short-listing and interviewing with other members of SLT, ensuring that Safer Recruitment regulations have been followed.
* Completion of processes and documentation for new starters and contract changes.
* Prepare and maintain reports and records using the school’s computerised and paper-based personnel systems, including the “Single Central Register”.
* Liaise with and support the Headteacher on complex HR issues, including working with external HR advisers.
* Lead on meetings with HR advisers on behalf of the Headteacher.
* Represent the school should there be appeals or complaints procedures relating to HR issues.
* Monitor attendance, implement attendance procedures and policies including Return To Work meetings for all staff.
* Ensure CPD records are maintained and support course bookings and other aspects of CPD admin.

**Facilities and Resources*** Oversee lettings and promote and develop the community use of the school in line with agreed policies.
* Co-ordinate security and maintenance of the school site, including seeking professional advice as required to draw up maintenance schedules and ensure these are implemented and recorded.
* Initiate, evaluate and keep records of fire drills and other safety checks and training.
* Ensure the school’s health and Safety policies are up to date, understood and implemented by all building users.
* Ensure that necessary licences, membership and subscriptions are in place for relevant services and rights required by the school.
* Work with SLT on the preparation of capital and maintenance projects for the school site and buildings where appropriate.

This job description is not exhaustive and may be varied to suit the school’s requirements. The postholder may be asked to carry out other duties consistent with the grading and general scope of the post, and may be expected to undertake such additional duties as could be reasonably required in exceptional or emergency situations. |