



## Portobello Primary School

### Job description: School Business Manager

#### Job details

**Job title:** School Business Manager

**Salary:** £28,785 - £31,371 dependent on qualifications and experience

**Hours:** 37 per week

**Contract type:** Full Time, Permanent

**Reporting to:** Headteacher

**Responsible for:** Support 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, 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.

#### 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 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
- › As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
- › 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, social media, 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
- › Ensure the effective and efficient operation of the office department, delegating tasks to staff where appropriate

##### 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
- › Submit the 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
- › 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 improvement 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
- › Manage the school's lettings offers

## **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
- › Advise on HR issues within school and liaise with the external HR provider
- › Maintain and submit accurate reports concerning staff absence; lead return to work interviews and refer to other agencies where appropriate e.g. LA Occupational Health, Counselling Service, Physiotherapy etc
- › Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

## **Health and safety**

- › With the headteacher 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
- › Organise 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
- › Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- › Track all school policies and ensure they are updated in accordance with the policy review schedule
- › Monitor and update risk assessments
- › Lead in all duties required by EVC

## **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 headteacher 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

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ A degree - ideally in accountancy, business management or a related discipline)</li> <li>➤ A school business management qualification to at least NVQ Level 4</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>➤ Involvement in school self-evaluation and improvement planning</li> <li>➤ Line management experience</li> <li>➤ Experience of change management</li> <li>➤ Contributing to staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management</li> <li>➤ Excellent attention to detail</li> <li>➤ Previous use of financial/administrative systems e.g. SIMs / Agresso</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Self-awareness and ability to</li> </ul>