**School Business Manager – Job Description**

Reports to: Head Teacher

Hours: 37 hours per week, term time only

Grade: G10 point 27-30.

***For the right candidate we can offer a recruitment and retention bonus of £4000 per year subject to excellent performance***

# KEY PURPOSE OF JOB

The School Business Manager (SBM) is responsible, in conjunction with the Head Teacher (HT), for managing the strategy and operation of the business functions of the school; these include the areas of Finance, Administration, Human Resources, Compliance, Health & Safety, Property & Facilities.

The SBM promotes the highest standards of business ethos within the administrative function of the school and supports the HT and Leadership Team to ensure the most effective use of resources in support of the school’s strategic objectives.

In addition, the role also includes Educational Visits Co-ordinator, Co-ordination with external agencies such as LCSS, MASH, CAMHS and SEN agencies.

**GENERAL DUTIES include but are not limited to:**

* In association with the HT, lead on all financial, HR, Facilities, Health and Safety, Data Management. Safeguarding, Compliance and general school administration.
* In association with the HT ensure the smooth running of the school daily basis.
* Represent the school at local partnership meetings on attendance, safeguarding, admissions, finance, HR.

# Financial Resource Management

* Advise and seek ways maximise the use of financial resources to meet schools need and best outcomes.
* Prepare and manage the school’s budget in partnership with the Head Teacher.
* Create monthly Payroll and Budget Monitoring reports. Investigate discrepancies, Discuss and sign off with HT.
* Process payroll transactions for additional cover, absences.
* Manage the agreed annual budget, the day-to-day transactions of the purchasing cycle, school bank accounts.
* Invoicing external partners such Before and After School Club.
* Manage all parental payments such as school lunches, clubs, trips and donations.
* Lead procurement processes, managing contractors and ensuring value for money

# Human Resource Management

* Co-ordinate all personnel matters including recruitment process, medical checks, Enhanced DBS, HR administration, setting up new employees on payroll and advising on HR policy.
* Liaise with OCC HR Consultants
* Maintain and manage records of staff, volunteers, contract staff and governors.
* Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
* Manage recruitment processes, write job adverts, manage recruitment portal, contact with applicants, pre -employment checks, organise contracts of employment.
* Lead on staff wellbeing programmes including staff survey.
* In conjunction, with HT, organise training and development for staff.

# Admissions

* Manage the admissions process, including, point of contact for new parents, enrolment into school, liaising with former schools on data transfer and safeguarding details.
* Managing all admissions administration
* Develop positive relationships with OCC admissions staff, keep in regular contact which has led to children being allocated to us.
* Assist Head teacher with marketing and promotion of school.
* Visit other local schools to share sensitive pupil data.

# Administration Management

* Manage all aspects of the school’s administrative function
* Manage daily attendance registers
* Manage school’s data management systems.
* Monitor the performance of all purchased services, for example IT support, cleaning, catering and grounds maintenance
* Compile termly newsletters
* Organise school trips including venue and coach bookings, ensuring compliance with OCC and H&S requirements
* Organise school activities such as cycling proficiency training, Police/Fire service visits.
* Advise on GDPR requirements
* Organise school training in conjunction with Head teacher and keep records of statutory training.
* Keep relevant school records
* Compile data returns for DFE census.
* Arrange purchase of all equipment and supplies.
* Arrange suitable end of year thank you to volunteers
* Assist SENCo with administration of forms, attend meetings when requested, liaise with external agencies, organise meetings.

# Management Information Systems & ICT

 Ensure Administration/HR/Finance IT systems are functional, up to date and appropriate to the schools’ needs

# Health & Safety

* Act as the school’s Health & Safety Coordinator
* Organise the maintenance of the school site.
* Manage the school’s processes and procedures in compliance with health and safety regulations
* Maintain up-to-date risk assessments for the site & activities

# Facilities & Property Management

* Manage all contractors/contractors for property maintenance and catering
* Monitor, assess and review contractual obligations and compliance for outsourced school services
* Ensure ancillary services e.g. catering, cleaning and grounds maintenance, are monitored and managed effectively

# Safeguarding

* Maintain the Single Central Record
* Liaise with external agencies and other schools on safeguarding matters.
* Maintain records relating to safeguarding.
* Attend meetings with external partners to aid children’s attendance and wellbeing.

# Other Duties

* Manage the school’s compliance with statutory obligations, and where applicable, advise on legal, regulatory and ethical requirements
* Other relevant duties as agreed with the Head Teacher.