

Harwell Community Primary School - SCHOOL BUSINESS MANAGER job and person specification

Please note that this 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.

Job description	
Main purpose of the role	Reporting to the Headteacher, the School Business Manager (SBM) is responsible for: • 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 • Working sensitively and positively with staff, parents/carers, pupils, visitors and other agencies (much of the work is confidential and discretion is required)
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 • 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/carers

	● Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing ● As a member of the senior leadership team (SLT), attend all SLT meetings and report to governors where appropriate ● Working with the Chair of Governance and Governance Professional to ensure actions from FGB meetings assigned to the school are completed ● Providing reports as requested including contributing to the termly written SLT report
Safeguarding & Attendance	Safeguarding is everyone's responsibility. The SBM is a Deputy Designated Safeguarding Lead. The SBM is responsible for: ● Overseeing the maintenance of the Single Central Record ● Working with the Link Safeguarding Governor ● Safer Recruitment - ensuring that all recruitment complies with the school's Safer Recruitment policy and that all necessary checks including DBS, S128 checks, teacher prohibition, right to work are completed ● Using CPOMS to record safeguarding matters for pupils ● Contractors and regular visitors - safeguarding checks ● DBS renewals and update service checks ● Annual KCSiE understanding for staff and staff suitability ● Monitoring of attendance data ● Dealing with requests for absence in term time, including monitoring and compliance with the school Attendance policy and reporting to OCC as appropriate
Health & Safety	Health & Safety is everyone's responsibility. The SBM is responsible for: ● With the headteacher and premises team, supervise the maintenance and day to day H&S across 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, ensuring weekly and monthly H&S checks are

	completed, completing the annual OCC Audit ● Organise health and safety training and checks for staff ● Overseeing Incident & Accident reporting, including to OCC and RIDDOR ● Ensuring compliance with Risk Assessments including annual site assessments and COSHH
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, invoices are paid promptly, money owed is collected, cash is banked should the need arise 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 offer ● Ensure the effective and efficient operation of the finance team, delegating tasks to office staff where appropriate ● Monitoring pupil numbers and liaising with OCC Admissions team ● Monitoring of the school assets
Human resources	● Manage the school's payroll provision with the payroll provider

	● Advise on HR issues within school and liaise with the external HR provider ● Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
Premises management	Working with the Headteacher, the SBM is responsible for: ● Reviewing the premises management plan ● Project managing improvements ● Managing service contracts
GDPR	Working with the Headteacher, the SBM is responsible for: ● Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times ● Monitoring of compliance with GDPR regulations across the school ● Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues such as dealing with Freedom of Information, Education Record and Subject Access requests
Administration	The SBM is responsible for: ● Taking the lead role in the development, design, organisation and maintenance of all administrative processes within the school ● Ensuring that the school website is updated regularly ● Provide administrative support for the headteacher ● Overseeing/Sending communication to parents ● Overseeing organisation of parent teacher consultations ● Overseeing the production of the weekly newsletter including key dates throughout the year ● Overseeing the School contribution to Harwell News

Compliance	● Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements ● Track all school policies and ensure they are updated in accordance with the policy review schedule ● Monitor and update the risk register		
Person Specification			
	Essential	Desirable	Method of assessment
Qualifications and training	● A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline ● Excellent numeracy and literacy skills ● Willingness to engage with training opportunities provided by the school	● A school business management qualification ● First aid at work qualification	Application form
Experience	● Successful leadership and management experience in a school, or in a relevant field outside education	● Working with children or young people	Application References Interview

	● Involvement in school self-evaluation and improvement planning ● Line management experience ● Contributing to staff development ● Use of IT for administration purposes, including	● Awareness of Health and safety systems and compliances	
Skills and Knowledge	● Expert knowledge of financial management ● Excellent attention to detail ● Effective communication and interpersonal skills ● Ability to communicate a vision and inspire others ● Ability to build effective working relationships with staff and other stakeholders ● Understanding of data protection and confidentiality	● Previous use of BPS, Arbor, Google and Microsoft ● Knowledge of relevant educational issues and developments	Application References Interview
Personal Qualities	● Kindness ● Commitment to promoting the ethos and values of Harwell Primary School and	● Willingness to support the life of the school including school events	Application References Interview

	getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Embraces change well ● Deals with difficult situations effectively ● A commitment to continuing professional development		
Application	● Candidates should indicate their areas of expertise and interest clearly ● A good standard of spelling, punctuation and grammar ● Must complete the OCC		Application Interview

	standard application form. CVs are not accepted. • Include an indication of any projects, initiatives or subjects that have been led within previous posts and their impact		
References	Two references to cover all the candidate's professional and personal qualities. One must be from your current or most recent employer. The post will also require a satisfactory DBS check at an enhanced level.	Please note: It is your responsibility to ensure all referee details are full and correct.	