

Job Description: School Business Manager

Job details

Job title: School Business Manager (Facilities and Services)

Salary: EHCC Grade F £39,382 - £43,679 FTE (starting salary dependent on experience)

Hours: 37.5 hours per week, usually 8:30am until 4:30pm with a half hour unpaid lunch break, but working at other times will sometimes be a requirement of the job e.g. organising and supporting fundraising events, reporting to governors

Contract type: Permanent, 52 weeks

Reporting to: Headteacher

Responsible for: Line management of office team and site team

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, facilities, project management, health and safety, compliance, administration, communications and quality assurance of services provided to the school.

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 designated 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
- Attend 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 and oversee a public communication strategy for the school, which utilises the school website, signage and communications with 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
- Proactively develop own skills, knowledge and understanding, advising the headteacher and governors within the areas of responsibility held

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
- Develop and manage the school's lettings offer
- Ensure the effective and efficient operation of school finance, delegating tasks to finance/office staff where appropriate

Health and safety

- Lead the site team, supervising the maintenance and cleaning of the school site, ensuring an appropriately safe and hygienic learning environment for our children and staff
- 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
- Perform the role of Fire Safety Coordinator, organising fire drills, maintaining records and ensuring compliance
- Be the school's accident investigator and responsible manager, taking on the duties of these roles as defined within the local authority, under the direction of the headteacher

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
- Review and update policies within your key areas of responsibility, consulting as appropriate, submitting these on schedule for headteacher and governor approval

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
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

Facilities and Project Management

- Act as project manager for all projects on site that involve external contractors or service providers who are providing short-term or long-term services to the school, ensuring quality and compliance
- Ensure IT systems are functional and effective and hold our IT provider to account in relation to quality of service
- Provide reports for the headteacher and governing body in relation to the quality and performance of services for which we have SLAs or other agreements, making recommendations when required
- Be the school's link person with local authority property and caretaking services, ensuring other members of the leadership team are kept up to date and consulted and works scheduled to maximise efficiency with the least disruption to our core purpose as a school

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 |
|------------------------------------|---|
| Qualifications and training | <ul style="list-style-type: none">➤ A degree - ideally in business management, accountancy or a premises related discipline➤ A school business management qualification or willing and able to complete once appointed➤ Health and Safety training |
| Experience | <ul style="list-style-type: none">➤ Successful leadership and management experience in a school, or in a relevant field outside education➤ Involvement in school or business self-evaluation and improvement planning➤ Line management experience➤ Experience of change management➤ Contributing to staff development➤ Premises management |
| Skills and knowledge | <ul style="list-style-type: none">➤ 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➤ Ability to produce reports that evaluate quality and/or compliance➤ Ability to make confident recommendations in relation to fundraising and facilities management➤ Knowledge and understanding of health and safety, employment and fundraising regulations |
| Personal qualities | <ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and 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➤ Commitment to inclusivity and access for all |

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2025

Next review date: May 2026