



**Haven Nursery School**  
**School Business Manager**  
**JOB DESCRIPTION**

**Job purpose**

The School Business Manager (SBM) holds a key post of senior responsibility within the school and is an integral part of planning, developing and delivering the school management functions. The School Business Manager is a member of the senior leadership team and is expected to contribute significantly to the continuous improvement of the nursery school's services and will assist the Headteacher in to ensure the school meets the educational aims in its strategic plan.

The School Business Manager is responsible for a number of areas, including financial resource management, human resources management and the management of information. They will take the lead on ensuring the most effective use of resources across a range of domains, liaising with external partners as necessary to deliver this.

**Duties and Responsibilities of the Post Holder**

In addition to the professional duties as set out in the role profile for a School Business Manager (please see Business Manager role profile for this information), you will undertake the following localised duties. This should not be considered an exhaustive list of duties; it is expected that the post holder will collaborate closely with the Headteacher to define and develop the role further.

**Strategic Leadership and Management**

- Attend senior leadership team and relevant Governors' meeting.
- In absence of the Head teacher, take delegated responsibility for financial decisions and other matters.
- Produce timely and fully costed proposals for school improvement and development, ensuring they are sustainable through long-term financial plans.
- Line management and training responsibility and performance management for administration team, site team and catering team. Including performance management and personal development.
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Take strategic lead of development, implementation and review of the policy schedule to ensure the nursery school remains compliant and that all policies are effectively implemented throughout the nursery.

**Financial Resource Management**

- Evaluate information and consult with the Head teacher and Governors to prepare a realistic and balanced budget for the nursery school.
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process in order to agree a final budget.
- Maintain and deliver financial plans to meet Governor's guidance. Report on the financial state of the school to the Governors.
- Use the agreed budget to actively monitor and control performance to achieve value for money, identifying and informing the Headteacher and Governors of the causes of significant variance in order for prompt corrective action to be taken.
- Advise the Head and Governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.

- Work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures.
- Liaise with and provide all information required by the external auditor and implement any recommendations.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets. This will include the identification of areas to maximise income and build capacity, identify opportunities for greater efficiency, generating proposals to present to the Headteacher and Governors, and preparing bids for submission to external funders if appropriate.
- Establish formal finance agreements with suitable providers to an agreed schedule (for example, the school's ICT contract), ensuring that these represent value for money
- Provide ongoing budgetary information for internal and external use.
- Oversee the school procurement and purchasing to ensure proper control of expenditure.
- To lead the development of income generation by seeking grants and writing bids.

### **Administration Management**

- Design, maintain, lead and manage whole school administrative systems (data analysis, evaluation, and reporting systems) that deliver outcomes based on the school's aims and ensure maximum efficiency. This should include a process of ongoing review to ensure the systems remain fit for purpose
- Define responsibilities, accountabilities and support for the administrative staff.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Oversee the preparation of information for publications and returns for the Department for Education, Local Authority and other agencies and stakeholders within statutory guidelines.

### **Management Information Systems & ICT**

- Ensure that the school has a strategy for using technology aligned to the strategic plan for the school, delivering value for money and considering current and future use of technology in partnership with the staff and other relevant stakeholders.
- Communicate the strategy and relevant policies, including Data Protection, for use of technology across the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Ensure contingency plans are in place in the case of technology failure.
- Oversee the asset register.

### **Human Resource Management**

- Manage recruitment process – including relevant pre-employment checks, safer recruitment and collation of associated paperwork – for all staff.
- Performance manage and lead the development of training and mentoring systems for the administrative, site and catering staff.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Oversee the maintenance of the personnel database and confidential personnel files.

- Ensure that data protection systems are in place and that all data and information is stored in line with the school data protection policy and current legislation.
- Act as Data Protection Officer.

### **Facility & Property Management**

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual and statutory obligations.
- Ensure the safe maintenance and security operation of the school premises.
- Developing strategy for advertising and management the letting of school premises to external organisations, for further income generation.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure ancillary services (e.g. catering) are monitored and managed effectively.

### **Health & Safety**

- Act as the school's Health & Safety Co-ordinator working closely with the site manager and reporting to the Headteacher in her role as the responsible manager
- In conjunction with the site manager, plan, instigate and maintain records of fire practices and alarm tests.
- In conjunction with the site manager, ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the LA.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee the school asset register and dispose of goods no longer fit for purpose.

### **Safeguarding**

Be fully aware of duties under Keeping Children Safe in Education 2023.

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all our pupils.

At Haven Nursery School all staff are responsible for the actions that they take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect and responsibilities and to respond to specific issues and vulnerabilities.