Job Description

School Business Manager/Office Manager- Grade 9 Point 23 to 26

Full time equivalent salary range £33,366 to £36,124 paid pro rata based on the number of hours and weeks worked.

21 hours per week term time only (Monday, Tuesday, Wednesday) hours to be agreed

plus 5 INSET days

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| Main Purpose of the JobThe school business manager will be accountable to the Headteacher for 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. They will also be accountable to the Headteacher for all HR and Health and Safety matters. |
| General Duties |
| Organisation and Administration | To manage the administrative functions within the schoolManage written communication including the main school email account – responding to routine emails as appropriate, circulating and prioritising to relevant staff and co-ordinating staff responses.Welcome visitors to the school and manage access to the school site in line with school policy and practice. Provide administrative, organisational and complex advisory support to the headteacher and governing body especially in confidential matters. Make and answer phone calls as required.Manage pupil data files.Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.Be aware of and support difference and ensure equal opportunities for all.Contribute to the overall ethos/work/aims of the school.Develop constructive relationships and communicate with all stakeholders. |
| Responsibilities |
| Human Resources | Manage the school’s payroll provision with the payroll provider. Take a lead role in managing associated employment procedures.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. Conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency.Manage the probationary cycle of all staff employed at the school. Be the lead professional for matters concerning DBS, right to work and suitability for employment via qualifications and/ or legal paperwork. |
| Compliance and Health & Safety | Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE.Manage the Single Central Register. Manage school licences and insurance.Track all school policies and ensure they are updated in accordance with the policy review schedule Monitor and update the risk register.Responsible for GDPR related matters, monitoring data protection compliance .Keep records in accordance with the school’s record retention schedule and data. protection law, ensuring information security and confidentiality at all times. Health & Safety management including preparing for the annual audit.Responsible for the critical incident management plan. |
| Financial management  | In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds. 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.Submit the budget to the governing board and keep them fully involved and briefed in all aspects of the SBM role. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.Be responsible for the management of expenditure within an agreed budget.Take a lead role in planning, monitoring and evaluation of budget.Take a lead role in procurement and securing sponsorship/funding.Manage facilities including premises, lettings, contracts and associated income, building and projects etc.Manage financial administration procedures including Nursery. Develop and Implement a Marketing Strategy for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents to ensure the school’s reputation within the community is strong and systems and processes are professional and cohesive.Comply with financial reporting requirements and submit statutory returns. Oversee school bank accounts, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept. Find and apply for grants that increase revenue for the school. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money Systematically report to governors using reporting mechanisms that meet their needs and work collaboratively to develop the schools’ businesses further, securing long-term financial stability.Benchmark spending against similar schools to seek even better efficiencies.Support Governors in the annual SFVS return or any such similar audit.  |

**Person specification**

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| Knowledge/Skills | Knowledge of financial management.Effective use of specialist ICT packages.Full working knowledge of relevant polices/codes of practice/legislation.Ability to plan and development systems.Ability to relate well to children and adults.Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.Ability to self-evaluate learning needs and actively seek learning opportunities.Attention to detail and ability to prioritise is essential. |
| **Personal qualities** | 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.Willingness to undergo relevant training. |
| **Experience** | Involvement in school self-evaluation and improvement planning.Working with children or young people.Working in office environment.Managing all aspects of HR including contracts of employment, Employment legislation etcManaging other budgets within a school eg Nursery, childcare vouchers etc |
| **Qualifications and training** | NVQ Level 4 or equivalent qualification or experience in relevant disciplineExcellent numeracy/literacy skills |