

Job description and Person specification



Job title: School Business Manager

Salary: Grade F

Hours: Hours between 33 and 37 depending on the needs of the school and candidate, 43 weeks per year

Reporting to: Headteacher

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, 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.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing the Lunch 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 finance 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

Financial management and fundraising

- In partnership with the Headteacher and Governors, manage the school's budgets and ensure they are balanced, realistic, and represent an effective use of public funds
- Submit the budgets to the governing board
- Monitor the budgets 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 and governor's 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

- Ensure the effective and efficient operation of the finance department, delegating tasks to office staff where appropriate

Human resources

- Manage the school's payroll provision with Hampshire CC payroll system
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in consultation with Educational Personnel Services (EPS) and in accordance with employment law
- Advise on HR issues within school and liaise with the EPS
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency in consultation with the Headteacher
- Manage staff absence and source cover when needed

Health and safety

- With the Headteacher and Site Manager, supervise the maintenance of 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
- Organise health and safety training for staff

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

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

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	ESSENTIAL	DESIRABLE
Qualifications and training	➤ A degree - ideally in accountancy, business management or a related discipline	X	
	➤ GCSE Maths and English	X	
	➤ A school business management qualification (or working towards)		X
	➤ Experience of working with Hampshire's finance and HR systems		X
Experience	➤ Successful leadership and management experience in a school, or in a relevant field outside education	X	
	➤ Line management experience		X
	➤ Contributing to staff development		X
Skills and knowledge	➤ Expert knowledge of financial management within schools		X
	➤ Limited knowledge of financial management	X	
	➤ Excellent attention to detail	X	
	➤ Previous use of school accountancy software, information management systems		X
	➤ Effective communication and interpersonal skills	X	
	➤ Ability to communicate a vision and inspire others	X	
	➤ Ability to build effective working relationships with staff and other stakeholders	X	

Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X	
	➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	X	
	➤ Ability to work under pressure and prioritise effectively	X	
	➤ Commitment to maintaining confidentiality at all times	X	
	➤ Commitment to safeguarding and equality	X	

Notes:

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

Last review date: January 2025

Next review date: January 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____