



## Riverside Community Special School School Business Manager Job Description

### **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**

It is the responsibility of the school business manager to oversee the duties and responsibilities listed below. These can and will be appropriately delegated within admin, finance and site teams.

### **Strategic Leadership**

- 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
- 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 relevant SLT meetings and report to governors where appropriate
- Provide line management, including appraisal to admin team and site team
- Produce timely and fully costed proposals for school improvement and development, ensuring they are sustainable through long-term financial plans.
- Ensure an effective link between the school budget plan and the school development plan to achieve sustainable school improvement.
- Understand the implications of Government policies and educational trends and developments.
- Plan for and implement new initiatives as appropriate for the school.
- 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
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

### **Financial management and accounting**

- In partnership with the headteacher and finance officer, 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
- Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise the SLT and Governing Body accordingly.
- Comply with financial reporting requirements and submit statutory returns
- 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
- 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

- 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 department, delegating tasks to finance/office staff where appropriate
- Working with the Finance Officer to scrutinise and pass for payment all invoices and statements of account
- Oversee accounting and invoicing for school meals, trips and extra-curricular activities.

#### **Human resources**

- Manage the school's payroll provision
- 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 (EPS) where applicable
- Conduct reviews of the school's staffing structure in conjunction with the Headteacher to ensure effective deployment of staff and financial efficiency

#### **Health and safety**

- Act as the school's Health and Safety Lead and be responsible for management of health and safety within the school
- With the headteacher and site team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place policy, processes and procedures to ensure the safety of all in the school
- Ensure that rigorous risk assessment and accident management systems are in place to enable Faculty and Resource areas, to undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
- Organise health and safety training for all staff and maintain an matrix of this
- Work proactively with managers, external agents and other key staff to establish and maintain a programme of continuous improvement and corrective action in the management of Health and Safety within their areas of responsibility, which includes conducting regular audits.
- Act as Fire Co-ordination, overseeing fire risk management, fire drills, reporting and recommending changes to procedures.

#### **Administration**

- Lead and manage the administrative function, working with the school's administrative staff to ensure the effective delivery of administrative systems.
- Provide administrative support for the headteacher and governing body
- Lead on IT provision and supply within the school, liaising with external provider as appropriate.
- Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- Review and manage administrative systems ensuring processes and communications are increasingly effective, implementing new systems as appropriate
- 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.

*This job description should be read in conjunction with the role profile attached. 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.*