

## **JOB DESCRIPTION**

Job Title: School Business Manager  
Salary Scale: Grade 10, SCP 27-30 (£37,034 - £39,513) pro rata  
Reports to: Head Teacher  
Hours: Part time - 35 hours per week, term time; plus four further weeks during INSET and holidays per year (to be agreed with the Head Teacher (total 42 weeks))

### **KEY PURPOSE OF JOB**

The school business manager (SBM) is responsible, in conjunction with the Head Teacher (HT), for managing the strategy and operation of the business functions of the school; these include the areas of Finance, Administration, Human Resources, Compliance, Health & Safety, Timetabling and Property & Facilities.

The SBM promotes the highest standards of business ethos within the administrative function of the school and supports the HT and Leadership Team to ensure the most effective use of resources in support of the school's strategic objectives.

### **GENERAL DUTIES include but are not limited to:**

#### **Leadership and Strategy**

- Line-management of all administrative staff
- In association with the HT, lead on all financial matters
- In association with the HT ensure the smooth running of the school on a daily basis

#### **Financial Resource Management**

- Manage the school's budget in partnership with the Head Teacher and External Bursar
- Report on the monthly Staff Reconciliation and Budget Monitoring
- Overall responsibility for managing the agreed annual budget, the day-to-day transactions, school bank accounts, and producing information for audits and reports for Governors
- Lead on procurement processes, managing tenders and ensuring value for money
- Ensure the school's written Finance and Personnel Policies are up-to-date

#### **Administration Management**

- Manage all aspects of the school's administrative function
- Monitor the performance of all purchased services, for example IT support, cleaning, catering and grounds maintenance
- Organise school training and INSET in conjunction with the Head and SLT
- Keep relevant school records
- Oversee the administration of Breakfast Club and After School Clubs and other activities

#### **Human Resource Management**

- Oversee general personnel matters including medical checks, Enhanced DBS and child protection
- Maintain and manage records of staff, volunteers, contract staff and governors
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment processes, induction, performance management and development and training for all administrative staff
- Manage the deployment of TA support and Lunchtime Supervision timetabling in conjunction with the Head and SENDCo

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

Work in Partnership with Senior leaders (SLT) and ICT Technical Support to:

- Ensure IT systems are functional, up to date and appropriate to the schools' needs

#### **Health & Safety**

- Act as the school's Health & Safety Coordinator and Fire Marshall

- With the Head Teacher and premises staff, organise and supervise the maintenance of the school site
- Manage the school's processes and procedures in compliance with health and safety regulations
- Maintain up-to-date risk assessments for the site & activities

#### **Facilities & Property Management**

- Supervise the Caretaker to ensure the effective maintenance, security and operation of all school premises
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, caretaking etc., are monitored and managed effectively

#### **Other Duties**

- Manage the school's compliance with statutory obligations, and where applicable, advise on legal, regulatory and ethical requirements
- Other relevant duties as agreed with the Head Teacher.

#### **RESPONSIBILITIES**

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Attend and participate in regular meetings as required
- Reporting in to Full Governor Board meetings, being on the Finance and Premises Committee and preparing necessary paperwork
- Participate in training and other learning activities and performance development as required
- Assist the HT in all aspects of the safe and smooth running of the school

#### **Safeguarding**

Hook Norton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## School Business Manager Person Specification

Factors	Essential	Desirable	Evidence
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>High standard of literacy and numeracy</li> <li>Recent, relevant CPD</li> <li>Ongoing commitment to professional development</li> </ul>	<ul style="list-style-type: none"> <li>School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management</li> <li>Member of National Association of School Business Management</li> <li>Degree or equivalent</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing and monitoring budgets</li> <li>Line Management experience</li> <li>Managing procurement and fixed assets</li> <li>Health &amp; Safety experience</li> </ul>	<ul style="list-style-type: none"> <li>Managing within a School</li> <li>Managing at a Senior Management level</li> <li>Managing H &amp; S</li> <li>Management of HR issues</li> </ul>	Application Form  Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Expert knowledge of financial management</li> <li>Able to deliver services and systems and value for money initiatives for effective school management</li> <li>Able to lead teams and individuals</li> <li>Able to use a range of ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the school's standards and objectives</li> <li>Knowledge of employment law issues</li> </ul>	Application Form  Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and meet deadlines, whilst maintaining accuracy and methodical attention to detail</li> <li>Flexible approach to work</li> <li>Ability to take responsibility</li> <li>Acts with integrity, honesty, loyalty and fairness</li> <li>Confidentiality</li> <li>Self-starter but also able to work collaboratively with other team members</li> <li>Natural authority and confidence in dealing with people and situations</li> <li>Calm and organised under pressure</li> <li>Resilient and determined</li> </ul>	<ul style="list-style-type: none"> <li>Sense of humour</li> <li>Belief in a child's right to a safe learning environment</li> </ul>	Application Form  Interview