

St Michael's CE Primary School, Sydenham

Job Description: **School Business Manager**

Reporting to: **Headteacher**

Working Arrangements: **All year round – 35 hours/week but Term-time plus additional 15 days during school holidays would be considered.**
(Hours by arrangement with the Headteacher but probably 08.00-16.00 Monday to Friday)

Salary : **Grade P03** (scale points 34-36)

Overview of Job

The School Business Manager (SBM) is the school's leading support staff professional and works as part of the Senior Management Team to assist the Head Teacher in her duty to ensure that the school meets its educational aims.

- Responsible for managing the strategy and operation of the business functions of our school, including financial resources, human resources, administration, facilities and property, health and safety, management information systems and ICT.
- Promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- Provides professional leadership and management of the School Administration Team, Premises Team and contractors (including catering, cleaning, facilities management and ICT support).

Responsibilities

Leadership & Strategy

- To lead and manage relevant teams, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Attend Senior Management meetings, negotiating and influencing strategic decision making.
- Plan and manage change in accordance with the school improvement plan.
- Contribute to, and provide advice at, Full Governing Body meetings and Resources Committee meetings - ensuring attendees are provided with necessary information, to discharge their duties effectively.
- In the absence of the Headteacher, take delegated responsibility for financial and other decisions.
- Promote the School within the community.
- To be an ex-officio member of the Governors' Resources Committee.

Financial Resource Management

- Evaluate information and consult with the Headteacher and governors to prepare and submit a realistic and balanced budget for school activity, which represents an effective use of public funds.

- Prepare the monthly reports for distribution to the Headteacher and Governing Body, detailing key variances and keeping budget holders informed.
- Monitor the budget all year round, identifying and informing the Headteacher of the causes of significant variance and proposing revisions to the budget if necessary, taking prompt corrective action.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- To prepare financial returns for the DfE, Education & Skills Funding Agency (ESFA), LA, Diocesan Board of Education and other central and local government agencies within statutory deadlines.
- Liaise with the relevant government funding agencies, SDBE and London Borough of Lewisham (LA) to ensure that the school receives its full financial allocation.
- Select potential funding opportunities, agencies, government initiatives, grants etc. and ensure income generation from both diverse and obvious sources.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Lead on procurement processes managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Ensure all necessary insurances are in place both within and outside the school grounds.
- Advise the Headteacher and governors if fraudulent activities are suspected or uncovered.
- Seek and make use of specialist financial expertise, when required.
- Present timely and fully costed proposals, recommendations or bids.
- To ensure that the school meets the requirements of the Schools' Financial Value Standard (SFVS).
- To act as an authorised signatory for the school.
- To carry out financial tasks i.e. act as Treasurer of the School Fund and Bank Account. To include responsibility for the collection of monies due to the school, cash held on the premises and making arrangements for the weekly banking and processing of staff expenses claims. To produce annual accounts for the School Fund and Governors' Fund.

Personnel Duties

- Provide support to the Headteacher on personnel issues, seeking specialist HR expertise when required
- Provide advice and information for the Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy, and other HR matters.
- Advise the Headteacher and Governors on changes to policy requirement needed to comply with legislation concerning employment protection, equal pay etc.
- Oversee the effective administration of staff recruitment procedures in compliance with safeguarding requirements, ensuring the DBS clearance of new staff, medical clearance, references etc. and to ensure that contracts of employment are issued.
- Ensure that policies and procedures comply with legal and regulatory requirements (e.g. appraisal, grievance, disciplinary and redundancy) and that all policies and procedures are available to staff and correctly followed.
- Oversee the efficient maintenance of all staff records and preparation of the School Workforce Census returns to the DfE.

- Maintain confidential staff records including overseeing the Single Central Record.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Check the employment status (IR35) of self-employed persons with whom the school has contracted services to ensure compliance with HMRC rules

Administration

Oversee and manage the school administrative function, providing leadership to the administration team.

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage, monitor and evaluate systems to ensure data accuracy, linking processes and systems wherever possible to improve interaction and operational efficiency across the school.
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, LA, SDBE and other agencies and stakeholders within statutory guidelines.
- Be responsible for the management of procedures which comply with the statutory requirements (Safeguarding, GDPR, Data Protection, Freedom of Information, etc.).
- To liaise with the Clerk to the Governing Body to provide administrative support to the Governing Body as necessary.

Premises

- To line manage the premises team.
- To be responsible for the processes and procedures relating to premises administration.
- Co-ordinating and monitoring all externally sourced premises related contracts including those relating to security, fire prevention, sanitation & maintenance.
- Developing the Premises element of the school development plan, monitoring and reporting on progress throughout the year
- Administrative responsibility for delegated premises budget management activities
- Maintaining and controlling the school's asset register.
- Maximising Energy Efficiency by monitoring of energy usage and responding accordingly and maintaining contracts in relation to energy use.
- Liaising with the Diocesan Board and surveyors in order to access DFCG and VA-SCA funding.
- Maintain oversight of maintenance and development/improvement works undertaken by appointed contractors in liaison with the school surveyor.
- Administration and arrangements for letting the school premises or use by external agencies/persons.

Catering

- To manage the arrangements with the catering contractor to ensure the provision of safe healthy food to the school.

Health & Safety

- Act as the school's lead officer in relation to Health & Safety and Fire.
- Review and assess health & safety policies & risk assessments 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 Health & Safety Executive.
- Ensure the maximum level of security is consistent with the ethos of the school.
- Ensure the school's written health & safety policy is clearly communicated and available to all people.
- Ensure adequate training on H&S is provided for all staff, including delivery of H&S inductions for new staff.
- Administration in relation to accident reports; monitoring, reporting and responding to health & safety issues and incidents

To undertake all other duties that are commensurate with the nature of the post, and

In common with all staff :

- To participate in staff performance management processes
- To contribute to the school's staff development programme including staff meetings, appropriate training and induction.
- To contribute to, support and implement the school's development plan
- There is an expectation that all staff will implement the school's Equal Opportunity Policy when carrying out their duties and have a responsibility to develop practice in line with it.
- There is also an expectation that all staff will be in sympathy with and supportive of the Christian ethos of the school.

St Michael's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to a Disclosure and Barring Service check, references and other pre-employment checks including the Right to Work in the UK.