

# **Bramley CofE (VA) Infant and Nursery**



## **Job Description – School Business Manager PS8**

**Job Title:** School Business Manager

### **Job Purpose:**

- The School Business Manager (SBM) is the school's leading support staff professional and as a member of the Senior Leadership Team assists the Head Teacher in ensuring that the school meets its educational aims and objectives.
- The SBM is responsible for providing professional leadership and management of the school administrative support staff to enhance their effectiveness in achieving improved standards of learning and achievement in the school.
- The SBM promotes the highest standards of business ethos within the administrative function of the school and ensures the most effective use of resources in support of the school's learning objectives.
- The SBM is responsible for the Financial Resource, Administration, Management Information, ICT, Personnel, Premises and Health and Safety of the school.

**Responsible to** (a) Head Teacher

(b) Governing Body

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **FINANCE and BUSINESS PLANNING**

- Take a lead role, working together with the governors, Head Teacher and other members of the school leadership team in the planning, setting, apportionment and evaluation of the annual budget for the coming year, including the preparation of final accounts and liaison with auditors, preparing appraisals for particular projects and the development of business plans.
- Manage, maintain and monitor the school's budgetary allocation and provide the school leadership team and governors with a range of financial information and budget alternatives as required.
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future year budgets.
- Attend Governors' meetings related to Finance, Personnel and Premises as appropriate.
- Liaise with the school's payroll providers on all salary issues.
- Lead on implementation of audit recommendations, liaising with auditors.
- Ensure the effective operation, implementation and development of new and revised financial/accounting procedures and systems in accordance with statutory guidelines, financial regulations, school and education department policy and practice.

## **Bramley CofE (VA) Infant and Nursery**

- Prepare all financial returns for DfE, LA and other central and local government agencies within statutory deadlines.
- Manage effective administration of all financial procedures e.g. processing of orders/invoices, collation/processing/banking of all school monies, including school fund transactions.
- Negotiate best deals for contracts and large purchases in line with school and Local Authority policies.
- Advise the Head Teacher and governors if fraudulent activities are suspected or uncovered.

### **SUPPLIES AND SERVICES**

- Organise and supervise procedures for all supplies and services ensuring value for money.
- Organise the financial administration for the ordering, delivery and payment of invoices.
- Organise the negotiation of contracts for services (e.g. cleaning, grounds maintenance, photocopying etc.).
- Maintain systems and checks in line with audit requirements.

### **PERSONNEL**

- Provide advice on employment issues, service conditions and employment contracts to the head, other staff and the governing body to support the effective recruitment and retention of all categories of staff.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Ensure staff has a clear understanding of the policies and procedures and the importance of putting them into practice.
- Seek and make use of specialist expertise in relation to HR issues.
- Ensure that contracts and all forms required by Salaries and Pensions Sections are prepared according to requirements.
- Organise and supervise the process for the recruitment of all categories of staff under the overall direction of the Head Teacher.
- Supervise the deployment and overall management of administrative support staff in order to best meet the objectives of the school's administrative support service.
- Monitor performance and carry out annual appraisals for administrative support staff (including the caretaker) in order to identify and help meet their professional development needs.
- Take responsibility for arranging funding for supply cover in liaison with HT and keep associated records.
- Manage the collation of personnel records for all staff within the terms of the Data Protection Act.
- Promote the effective use of school administrative systems to produce high quality, cost effective marketing and publicity material.

## **Bramley CofE (VA) Infant and Nursery**

- Supervise the use of administrative databases and the preparation and presentation of data required within the school, by the DfE and outside agencies, including monthly returns, staff absences and insurance returns.

### **SCHOOL SITE and PREMISES**

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations both in term time and holiday periods.
- Ensure the safe maintenance and security operation of all school premises.
- Implement and manage the Governors' Lettings Policy, arrange lettings and liaise with the hirers, and be responsible for recording income and costs.
- Draw up and manage rolling programme of maintenance and repairs; negotiating with private contractors and reporting to the head and governing body.
- Be proactive in monitoring, assessing and reviewing contractual obligations for outsourced school services.
- Ensure the stakeholders of the school provide a secure environment in which due learning processes can be provided.
- Be responsible for the project leadership of smaller projects and work in conjunction with the Head Teacher on larger projects.

### **HEALTH & SAFETY**

- Understand and ensure that Health and Safety legislation is correctly followed, including Statutory Testing Cycle, and Emergency Planning Procedures, and maintain full records.
- Ensure that all school regulations relating to COVID 19 or other pandemics are followed, and assist the head in Health and Safety planning as required.
- Give appropriate advice on Health and Safety matters to staff and governing body.
- 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 Head Teacher and governors.
- Ensure the maximum level of security consistent with the ethos of the school.
- Ensure the school's health and safety policy statement is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.

# **Bramley CofE (VA) Infant and Nursery**

## **ADMINISTRATION and ICT NETWORK**

- Ensure the smooth running of the administration computer network, with particular regard to the SIMS modules and to assist users where necessary.
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
- Ensure resources support and training are provided to enable work colleagues to make the best use of available ICT.
- Manage the school ICT support services.
- Act as the school's Data Protection Officer.

## **Line Management Responsibilities**

- Manage all administrative support staff including caretaker and IT support.
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.

## **Work with others**

- Develop strong relationships with other staff
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

## **Confidentiality**

- To work within the school's child protection and safeguarding policy.
- The post holder must respect the confidentiality of all matters relating to the pupils, staff and Governors of Bramley CofE VA Infant and Nursery School.

**Values:** To uphold the values and behaviours of the school.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Note:** This job profile is subject to review and amendment in consultation with the Head Teacher so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post. The SBM will possibly need to undertake extra duties and work extra hours on occasions as agreed with the Head Teacher

# Bramley CofE (VA) Infant and Nursery

Person Specification – School Business Manager



## Qualifications

Essential	Desirable
Appropriate degree level qualification and/or Professional Financial, Accountancy or Business Qualification	Certificate or Diploma in School Business Leadership
	Experience as a School Business Manager
	Safer Recruitment Qualification
	First Aid at Work qualification.

## Experience

Essential	Desirable
Successful leadership and leadership experience in a school, or in a relevant field outside education	Experience of working in a school.
Involvement in school/ business self-evaluation and improvement planning	Experience of SIMS FMS and SIMS personnel.
Previous experience of financial leadership.	Understanding of Local Authority payroll structures and administration.
Experience of change leadership	
Experience of and ability to interpret advice and devise policies and practices.	
Effective communication with a variety of stakeholders including the ability to relate to children.	
Provide support and advice to the Head Teacher and Governing Body in the leadership of change and improvement in pursuit of strategic objectives.	
Contributing to staff development	
Able to lead and monitor a team effectively and comfortable with directing and co-ordinating the work of others.	

## Bramley CofE (VA) Infant and Nursery

### Skills and knowledge

<b>Essential</b>	<b>Desirable</b>
Expert knowledge of financial leadership and ability to manage and maintain computerised accounting system.	Knowledge of School's Financial Values Standard (SFVS).
Effective communication and interpersonal skills including influencing and negotiating skills.	Experience of premises and grounds maintenance administration.
Able to prepare a budget plan with profiled salaries and costs.	Knowledge of Health and Safety relevant to a school environment.
Able to prepare and present financial data and evaluate, clarify and explain.	
Well-developed analytical, strategic planning and organisational skills.	
Excellent attention to detail.	
Ability to communicate a vision and inspire others.	
Able to maximise opportunities for income generation.	
Ability to resolve complex issues, anticipate problems and recommend solutions.	
Ability to build effective working relationships with staff and other stakeholders.	
Understand strict confidentiality requirements of data being handled. Specifically in relation to all children and safeguarding issues	
High level of skills in the use of Microsoft Office in particular Microsoft Excel.	
Commitment to equal opportunities.	
Procurement experience in obtaining best value.	
Ability to liaise effectively with outside agencies.	

## Bramley CofE (VA) Infant and Nursery

### Personal Qualities

Essential	Desirable
Proactive, able to identify and resolve issues, and ready to seek guidance when relevant.	
Able to handle challenging situations, keeping calm under pressure.	
High level of personal integrity.	
Ability to build sound relationships with children, staff, parents and governors.	
Self-motivated, efficient and well organised.	
Friendly and supportive.	
Enjoy being part of the school community and take an active role in school life.	
Honest and trustworthy.	
Excellent time and priority leadership and the ability to meet tight deadlines.	
Excellent interpersonal skills, and a good sense of humour.	
Flexibility to adapt to an ever-evolving role.	
Willingness to undertake any relevant training.	
Be comfortable working within the Christian vision and values of the school	