



Job Description

Job Title:	School Business Manager	Job Number: A5717
Directorate:	People	Post Number: 1023813
Service:	Services for Schools	Grade: 7
Location:	Stivichall Primary School	

Introduction

'Learning at Stivichall is a passport for life'.

The School Business Manager's (SBM) key role is to work alongside the Headteacher and governors to make this statement true for every member of staff and governor at Stivichall. This role is primarily to ensure that the school budget and resources, including staffing, are well directed and ensure the best possible outcomes for all pupils at Stivichall School. This job description may be amended following consultation between the Headteacher and the Post Holder.

Job Purpose

As a member of the School's Leadership Team, to ensure the provision of efficient and effective support services throughout the school taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, human resources and administration, and ensuring that the site, premises, health and safety and associated services are developed to meet the educational aims, objectives and changing needs of this 2.5 form entry school, for 4-11 year olds.

Duties and Responsibilities:

Strategic Leadership Role:

- 1) Plan, lead, operate, maintain and develop the financial procedures and systems of the school.
- 2) Maintain and promote the positive ethos and core values of the school, providing a positive, friendly and welcoming presence and maintaining good order and high standards of behaviour.
- 3) Advise the Head and Governors on financial policy, preparing proposals for the development of a long term financial strategy, contributing to the formulation of policy.
- 4) Plan for the strategic development of the school by developing and evaluating strategies, processes and procedures to promote and manage change in order to meet the school's priorities outlined in the School Improvement Plan.
- 5) Take a lead and be responsible for implementation of assigned matters with particular regard to support services (including Finance, HR, site management, Health and Safety and administration).
- 6) Ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed sustainable project proposals, budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.
- 7) Act as Data Protection Officer (DPO), ensuring compliance with the requirements of the General Data Protection Register (GDPR).
- 8) Attend Full Governing Body meetings, Resource Committee meetings and the School Business Manager meetings as and when required by the Headteacher, providing appropriate information and reports for Governors' consideration.
- 9) Ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.
- 10) Ensure that the school is fully prepared to meet OFSTED expectations associated with the SBM role.

School Finance

- 11) In consultation with the headteacher, oversee the finance at the school, managing a budget in excess of £2m, working within the guidelines of Coventry City Council, ensuring the application of procedures as determined by CLYPD Finance, liaising with Local Authority Finance Officers and Auditors, and establishing financial control, monitoring and auditing procedures that meet the requirements of the Local Authority and Auditors as well as the Governors and the School
- 12) Lead on budget planning and preparation in consultation with the Headteacher, Governors and Senior Leadership Team. Collate and review budget bids from staff, assessing outcomes met, advising staff on budgetary allocations, and prepare plans, explanatory papers and appropriate reports as required
- 13) Lead on the implementation of agreed systems and policies which ensure effective maintenance and control of School budgets and accounts, and demonstrate best value.
- 14) Provide financial management information and advice to the School Governors, Headteacher, Senior Leadership Team, the DfE and appropriate Local Authority and outside agencies as required
- 15) Advise the headteacher and Governing Body on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
- 16) Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the headteacher, School Governors and budget holder.
- 17) Be responsible for the school accounting function, including monitoring its efficient operation according to agreed procedures and conducting a quarterly review, the ordering, processing and payment of all goods and services provided to the school, the operation of all accounts, ensuring that a full reconciliation is undertaken at least once per month, maintaining an assets register and the preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 18) Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory guidelines.
- 19) Ensure any current leasing arrangements are effectively monitored and managed in accordance with the City Council's guidelines.
- 20) Assist in the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the school by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted.
- 21) Lead on ensuring adequate insurances are in place or seek professional advice on the appropriate insurances for the school and advise the Headteacher and Governors accordingly. Implement and manage approved insurances.
- 22) Advise and inform the Headteacher, Governors and Senior Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of School's resources, building and staffing structure.

Human Resources

- 23) Be responsible for general personnel matters including ensuring new staff have DBS clearance, medical clearance and to ensure that contracts of employment are issued. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with our Three Sixty Human Resources Service.
- 24) In consultation with the headteacher and Three Sixty HR, administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health & Safety policies are complied with.
- 25) Have direct line management responsibility for non-curriculum support staff including Administrative and Clerical staff, Supervisory Assistants, the Facilities and IT Manager and the Site Services Officer

including responsibility for their induction, training and development and performance management.

- 26) Support the Senior Leadership Team in managing the Promoting Health at Work Review process for all staff, including the preparation of associated documentation and the preparation and delivery of evidence for Managing Health Review Meetings.
- 27) Oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
- 28) Ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees
- 29) In conjunction with the Headteacher, ensure that suitable training is identified for support staff, taking into consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken

Site Management

- 30) In conjunction with the Headteacher and Facilities and IT Manager, establish a clean, secure, attractive, welcoming and purposeful school environment, with responsibility for the maintenance, development and security of the school site and buildings.
- 31) In conjunction with the Facilities and IT Manager be responsible for the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings. Ensuring that statutory inspections are managed within the correct time frames and in compliance with relevant legislation.
- 32) In conjunction with the headteacher, prepare and submit capital bids for work to be undertaken on the School Site.
- 33) Support the Facilities and IT Manager in project managing, or (for larger projects) working alongside an appointed Project Manager for schemes that involve refurbishment or developmental work of the premises. Ensure best value against agreed outcomes.
- 34) Monitor, assess and review contractual obligations for outsourced school services
- 35) In Conjunction with the Facilities and IT Manager be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs.
- 36) Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.
- 37) Be a main key holder for the school, attending call outs in the absence of the Facilities and IT Manager and Site Service Officer,

Health and Safety

- 38) Lead on Health and Safety and its co-ordination across the school. Ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of the School policies and procedures including fire safety and risk assessments, and the school's disaster and recovery plan.
- 39) Lead on all accident and assault reporting and investigations, liaising with staff, parents and the LA as necessary.
- 40) Ensure that the school is compliant with health and safety legislation. Co-ordinate and attend meetings of the Health and Safety Committee ensuring minutes are taken and distributed to all interested parties.
- 41) In conjunction with the Premises Team, and in co-operation with the Fire Service and LA Health and Safety Advisor, be responsible for the installation and maintenance of equipment for protection against and escape from fire. Ensure and keep records of regular evacuation and lockdown practices and alarm tests ensuring emergency procedures are current and timely.

Whole School Administration

- 42) Act as Data protection Officer (DPO), through effective working alongside the Local Authority Data

Protection Office, ensure compliance with the requirements of the United Kingdom Data Protection Regulations (UKDPR).

- 43) Be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that policies are followed and information is appropriately handled.
- 44) In conjunction with the Headteacher, Senior Leadership Team and Facilities and IT Manager, establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of IT systems including reprographics, records and telephones.
- 45) Through supervision of the Administrative Team, ensure pupil records are maintained and that statutory and statistical returns to the DfE, Local Authority and other external agencies are completed in a timely manner.
- 46) In conjunction with the Senior Leadership Team, manage and maintain a record of school policies taking responsibility for the maintenance, preparation and production of statutory non-curriculum policies relevant to the post as identified by the Headteacher.
- 47) Organise and administer the nomination and election process for representatives of the governing body in liaison with the Clerk to Governors.
- 48) Ensure that the Single Central Record is accurately maintained and reported to governors.

Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998) and the General Data Protection Regulation.

Responsible for: A range of support staff which may include Administrative and clerical staff, Supervisory and Senior Supervisory Assistants and Site Services staff.

Responsible to: Head Teacher



Person Specification

Job Title:	School Business Manager	Job Number: SCP30
Directorate:	People	Post Number: SCP30
Service:	Services for Schools	Grade: 7
Location:	Stivichall Primary School	

	Job Requirements
Knowledge:	<ul style="list-style-type: none">• Knowledge and understanding of school financial procedures and controls• Knowledge and understanding of budget planning and management procedures and accounting techniques• Knowledge and understanding of premises management and contracts legislation• Knowledge and understanding of HR principles and procedures, and an awareness of employment law.• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools• Comprehensive knowledge of administrative systems and working practices
Skills and Abilities:	<ul style="list-style-type: none">• Excellent written and verbal communication skills• Ability to be a key team member in a range of teams across the school• Ability to plan and prioritise workload to meet conflicting deadlines• Ability to analyse and interpret complex information and solve problems• Excellent IT skills and ability to use a range of IT packages.• Good negotiation skills in order to negotiate contracts with suppliers• Ability to work independently and act on own initiative.• Ability to cope well with pressure and keep calm in stressful situations.• Ability to motivate and manage personnel, including allocation of tasks, delegation, performance management and training.• Ability to liaise and communicate effectively with pupils, parents, users and other visitors• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues• Ability to maintain absolute confidentiality and integrity.• Understanding of promoting positive relationships with the wider community
Experience:	<ul style="list-style-type: none">• Educational background as an effective School Business Manager desirable• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters• Experience of managing staff• Experience in finance including in the development, management and operation of financial management systems.• Experience of budget management including account reconciliation and

	the ability to produce, analyse and evaluate financial reports/information.
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Educational:	<ul style="list-style-type: none"> • Certificate of School Business Management or equivalent • Excellent numeracy and literacy skills
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Special Requirements:	<ul style="list-style-type: none"> • An enhanced DBS check will be required. • Understanding and commitment to the safeguarding of all children and young people. • Understanding and commitment to equal opportunities.
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