



**Park Hill Primary School  
School Business Manager (SBM)  
JOB DESCRIPTION**

**School Business Manager**

**Job Title:** School Business Manager

**Responsible for:** Financial planning and management of the school's budget, Management of Human Resources, Site Management, GDPR Management

**Responsible to:** Head teacher

**Liaising with:** Headteacher, The Leadership Team, School Office Team, School Site Officer (SSO)

**Location:** Park Hill Primary School

**Grade: 7** (The role is advertised on the basis of working full time, all year round. However, we are open to flexibility for the right candidate, including working part-time or Term Time Only)

**Job Purpose:**

- Ensuring the provision of efficient and effective support services throughout the school
- Taking a lead in the strategic planning to ensure the provision of efficient support service throughout the school
- Organising and delivering of financial and budgetary management
- Managing human resources
- Carrying out Site and administration management

**Duties and Responsibilities**

**Strategic Role**

1. To contribute to the strategic development of the school through membership of the management team.
2. Ensure the school makes best use of its resources through strategic planning, the protection of timely and fully costed proposals which are sustainable through 5-year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.

**Finance**

3. To plan, monitor and review the school budget, ensuring adherence throughout the school to the associated financial procedures including the preparation of final accounts and initiation and management of audit procedures as appropriate.
4. Produce regular analysis and reports on the school's budget for the Headteacher and Governing Body, provide advice on financial matters and attend Governing Body meetings as appropriate when directed.

5. Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group.
6. To be responsible for the school accounting function, including monitoring its efficient operation according to agreed procedures and conducting at least an annual review, the ordering, processing and payment of 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 preparation of invoices and collections of fees and other dues, taking legal action where necessary to recover bad debts.
7. Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory guidelines.
8. 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.
9. Seek professional advice on the appropriate insurances for the school and advise Governors accordingly. Implement approved insurances and handle claims as necessary.

### **Human Resources**

10. To 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 the schools HR advisers.
11. To have direct line management responsibility for non-curriculum support staff including Administrative and Clerical staff, Supervisory Assistants and the Site Services Officers including responsibility for their induction, training and development and performance management.
12. To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
13. In conjunction with the Headteacher, to ensure that all support staff posts are correctly graded by liaising with the schools HR advisers.
14. To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees

### **Site Management**

15. In conjunction with the Headteacher and Site Services Officer, to be responsible for the maintenance, development and security of the school site and buildings, including 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.
16. Oversee school lettings to external organisations and the development of extended school activities.
17. To 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.
18. Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

## Health and Safety

19. Act as the school's health and safety and fire co-ordinator including responsibility for development, implementation and review of the school's health and safety policy and procedures including fire safety and risk assessments; and the school's disaster and recovery plan.

20. In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely

## Whole School Administration

21. To manage the administrative function including ICT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.

22. Act as system manager for the ICT network including ensuring the back up of data.

23. Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.

24. Responsible for the preparation and production of all school publications, ensuring they reflect the school's ethos and practices.

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

### Any other duties and responsibilities within the range of the salary grade

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and those who may be affected by their actions or their omissions
- To cooperate with their line manager and members of the leadership within school, to work safely, to comply with health and safety regulations and undertake appropriate health and safety training
- Not to interfere with intentionally or recklessly or misuse anything provided with the interests of health and safety
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements

The post holder must comply with the interagency procedures of the safeguarding boards and Coventry City Council's policies for safeguarding children and adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or adult is vulnerable of being abused or neglected
- Attend relevant safeguarding training
- Report to their manager, or other appropriate member of the leadership team any concerns they have that suggest a child or vulnerable adult may be being abused or neglected immediately

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 any personal data must be undertaken within the corporate data protection guidelines.

**Job description discussed on:**

Signed: P Griffin *P Griffin*  
Signed: A Norcliffe *A Norcliffe*

Headteacher  
Deputy headteacher



**Park Hill Primary School  
School Business Manager (SBM)  
PERSON SPECIFICATION**

**School Business Manager**

	<b>Job Requirements</b>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of school financial procedures</li><li>• Knowledge of budget management and accounting techniques</li><li>• Knowledge of premises management and contracts legislation</li><li>• Knowledge of employment law and health and safety legislation including risk assessment tools.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills</li><li>• Ability to plan and prioritise workload to meet conflicting deadlines</li><li>• Ability to analyse and interpret complex information and solve problems</li><li>• Excellent ICT skills in MS Office, internet, email and financial management packages.</li><li>• Good negotiation skills in order to negotiate contracts with suppliers</li><li>• Ability to work independently and act on own initiative.</li><li>• Ability to cope well with pressure and keep calm in stressful situations.</li><li>• Ability to maintain absolute confidentiality and integrity.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters Experience of managing staff</li><li>• Experience in finance including in the development, management and of financial management systems.</li><li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.</li></ul>
<b>Educational</b>	<ul style="list-style-type: none"><li>• Certificate of School Business Management or equivalent</li><li>• Excellent numeracy and literacy skills</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• An enhanced DBS check will be required.</li><li>• Understanding and commitment to equal opportunities.</li></ul>