

**Job description: School Business Manager**

The John Moore Primary School Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

Salary: Grade 7 (PTS 21-25) £31,442-£34,624 (dependent on qualifications and experience) pa pro rata

Hours: 37 hours per week 8.30am -4.30pm (term time + INSETs + 5 further days during school holidays)

Contract type: Permanent .

Reporting to: Headteacher and governing body

Responsible for: Non classroom-based support staff

**Main purpose**

 The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, premises and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

**Duties and responsibilities**

**Leadership and strategy**

• Be responsible for line-managing support staff who are not classroom based, including carrying out long-term resource planning and managing recruitment, appraisal and continual professional development

• Under the direction of the headteacher, lead on all financial matters in school, to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals.

 • Implement school-wide changes and allocate resources in line with the school development plan, putting relevant policies and procedures in place and communicating them to staff.

 • Monitor developments in technology and consider how it can be used to enhance the school’s business processes.

• Report to governors where appropriate.

**Financial Management**

 • In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds.

 • In collaboration with the headteacher, submit the budget to the governing board.

• Monitor the budget all year round, identifying areas of under or overspend and advising the headteacher where revisions or changes are needed.

• Comply with financial reporting requirements and submit statutory returns.

• Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly in line with agreed terms, money owed is collected, and clear records are kept.

 • Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

• Manage the school’s lettings offer.

**Human resources**

• Manage the school’s payroll provision with the payroll provider and ensure it is accurate.

 • Process all claim forms from staff.

 • Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.

 • Advise on HR issues within school and liaise with the local authority HR department.

 • Conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency.

 • Administer DBS applications and upkeep of the Single Central Record, including maintenance of the volunteer list.

 • Produce and send letters to new and existing staff regarding changes to contracts.

• Assist headteacher in the preparation and placing of job advertisements and process all routine aspects of teaching and support staff appointments.

 • Ensure that all staffing records are kept up to date on the school information management system

• Maintain and update confidential staff files.

• Assist the headteacher in keeping staff training records up to date.

 **Compliance**

• Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

 • Complete all statutory returns (i.e. census, SFVS) for approval by the headteacher.

 **Health and safety**

• With the headteacher and site manager, supervise the maintenance of the school site.

 • Manage the school’s compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.

• Support the headteacher in reporting health and safety to the governing body.

 • Ensure all regular checks are carried out by site manager (e.g. fire alarm, water)

**Premises**

 • Liaise with site manager to ensure site is safe and functioning as it should.

 • Maintain and develop existing maintenance schedule (e.g. decorating, replacing flooring etc.) • Source and contract contractors to arrange minor repairs to the building, systems and equipment.

• Liaise with cleaning staff and site manager with regards to essential supplies.

• Arranging and recording that regular maintenance and testing takes place (e.g. boiler, PAT testing, lightening conductors etc.)

• Arrange for adequate supervision of contractors who are working on site during holidays.

**Administration**

 • Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.

 • Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Notes: This job description may be amended at any time in consultation with the post holder.

Last review date:

Next review date:

Headteacher’s signature: