



SCHOOL BUSINESS MANAGER – Job Description

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 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 all support staff, including carrying out long-term resource planning and managing recruitment, appraisal and 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 improvement plan, putting policies and procedures in place and communicating them to staff
- › Take all decisions in line with the vision and values of the school, and encourage others to do the same
- › Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and ensuring clear and consistent communications with current and prospective parents, staff and stakeholders
- › Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- › As a member of the senior leadership team, attend all leadership team meetings where relevant and report to governors where appropriate
- › Leadership of the Wraparound Care provision ensuring quality provision in all aspects for the children using this facility; strong, caring and effective staffing and quality resources
- › Mental Health Lead for staff ensuring effective support is in place for staff
- › Leadership and management of the Premises Team.
- › Leadership and management of school administration team alongside the Office Manager.
- › Be a key holder of the school
- › Form links with other local schools, including the Bexley Federation, to be outward facing and consider achievements through economies of scale

Financial management and fundraising

- › In partnership with the headteacher and finance officer, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- › Submit the budget to the governing board
- › Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- › Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- › 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, money owed is collected in a timely manner, and clear records are kept
- › Monitor the contracts, leases and SLAs of the school ensuring that there is value for money and contracts are terminated in a timely manner where needed
- › Be the lead person for external support with IT support, CCTV, Cleaning, Catering etc

- › Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan – being the lead link person with the school's Parent Teacher Association
- › Find and apply for grants
- › 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; ensuring H & S, safeguarding, quality provision and raising funds for the school. Overseeing school keyholders within this aspect whilst being a keyholder too
- › Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate; monitoring of all financial aspects including benchmarking and adhering to the LA's financial guidelines and expectations
- › Ensure the effective and efficient operation of the premises within school. Liaise and oversee the partnership with the school's brought in H & S support company
- › Form and maintain an assets register

Human resources

- › Line manage the school's Office Manager who leads on HR and will complete the day-to-day running of HR
- › Manage the school's payroll provision with the payroll provider
- › Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- › Lead on HR issues within school
- › Liaise with the external HR provider
- › Lead on enhanced DBS clearance for staff, volunteers and governors. Maintaining and upkeep of the school's SCR
- › Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- › Ensure the efficient and effective operation of the school's volunteer system; including all appropriate safeguarding aspects, placement of volunteers within school that supports their strengths and acquiring timely feedback from relevant Class Teachers to ensure effective support is being provided
- › Induction of staff and relevant associated policies
- › Lead on staff attendance including monitoring and reporting to Governors
- › Lead on the Code of Conduct expectations in school
- › Lead on and manage the school office and administration team

Health and safety

- › With the headteacher and premises team, supervise the maintenance of the school site
- › Line manage the premises team ensuring that statutory compliance is adhered to.
- › Be the second responsible person after the Premises Manager for Health and Safety
- › 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
- › Lead of the production and monitoring of Risk Assessments for staff and children returning to school after an injury/operation etc
- › Organise health and safety training for staff
- › Lead on Fire Safety training for the school's staff
- › Lead on relevant RAs for school trips

Compliance

- › Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements

- Track all school policies and ensure they are updated in accordance with the policy review schedule – ensuring that the school's website is up to date
- Monitor and update the risk register
- Ensure that the school has effective procedures in place for lockdown, evacuation, evacuation from the school site and business continuity
- Ensure that all staff undertake their compliance training
- Ensure that GIAS is updated regularly
- Ensure that the school website is compliant

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Liaise with the school's GDPR and DPO support company and lead on all of the school's relevant GDPR matters, ensuring prompt action in matters such as SARs, FOI requests and the reporting of data breaches
- Be the school's first point of contact for the data protection officer company, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues; supporting the school community to understand how to comply with data protection law
- Provide administrative support for the headteacher
- Provide administrative support for the governing body including collating and gathering governor documents
- Day-to-day organisation and management of the school
- Lead on all Work Experience placements including induction, health and safety and appropriate Risk Assessments
- Lead on all school communication
- Lead on and oversee children's attendance within school. Liaising with all parents/carers and appropriate external stakeholders. Reporting to governors

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.