



# STENBURY FEDERATION

## Job Description – School Business Manager

**Job Title:** School Business Manager (SBM)

**Scale:** Hay scale 9

**Responsible to:** The Headteacher

### Job Purpose

1. To actively model and promote the values and ethos of the school.
2. To be responsible for strategic planning in relation to the business and support services of the school, including all financial implications, and ensuring that the school uses its resources effectively and efficiently at all times.
3. To be responsible for personnel management, estate management, budget planning, administration aspects of financial management and all matters within the management of the school which are supportive to, but do not directly involve teaching and learning.
4. To market the school and explore opportunities for generating additional income, developing partnerships in the local community and beyond.
5. Day to day management of third party contracts including all Service Level Agreements.

### Key Responsibilities

#### Strategic Role

- 1 Responsibility for strategic planning aspects where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and Local Authority financial policy and procedures.
- 2 To work with the senior leadership team with direct responsibility to the Headteacher and Governors, attending management and governing body meetings where appropriate.
- 3 To assist the Headteacher with formulating and developing school needs and procedures ensuring these are communicated to staff and consulted on as appropriate.
- 4 To develop and implement a Marketing Strategy for the school to raise the profile of the school within the Community and attract additional funds for the school.

#### Finance and Business

1. To implement the financial decisions of the Headteacher and Governing Body.
2. To advise the Headteacher of the long term financial strategy for the future development of the school.
3. To maximise income generation within the ethos of the school
4. In conjunction with the Headteacher, create the detailed budget for the school and report to governors.
5. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the Head and governors accordingly.
6. Monitor and control income and expenditure in relation to the school's budget.

7. To assist in the preparation of all school/LA financial returns for the DFE/EFA and other central and local government agencies within statutory deadlines. If required, to work with external auditors/accountants, where necessary, in the preparation of financial returns.
8. To give advice to Governors on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.
9. To have a good knowledge of SIMS.net and FMS.
10. To complete the school census in line with DfE guidance.
11. Complete end of year close down procedure in-line with the IWC policy.
12. To pay invoices in a timely manner and process using the schools financial policy.
13. To supply the IWC with VAT submissions and monthly monitoring sheets.

### **Human Resources Management**

1. To be responsible for general personnel matters ensuring required pre-employment checks are carried out for new employees, setting up contracts on SIMS, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
2. To support the headteacher to keep confidential staff records.
3. To provide leadership and guidance for administrative and site staff, including direct line management responsibility where appropriate.
4. All safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central List (DBS checklist) and recruitment.
5. Ensuring all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken
6. Ensure the workforce census is completed.
7. To support the headteacher with recruitment, training and professional development of staff.
8. To advise governors on the policies needed to comply with all employment legislation.

### **Premises**

1. To work with the site manager to implement the premises and site decisions of the Headteacher and Governing Body.
2. To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
3. To support the Headteacher in any planning and implementation on site of new capital and refurbishment projects.
4. To ensure all contracts are maintained to the highest quality and provide the school with value for money.
5. To maximise the use of the premises both by school and outside agencies in order to generate income.
6. To take responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
7. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
8. To provide and document effective Risk Management, for example, in Health and Safety and in the management of any third party service contracts.
9. To ensure the on-going effectiveness of the Business Continuity Plan and be aware of its place within the management procedures of the school.
10. To manage contracts, leasing arrangements and Asset Register.

### **Marketing**

1. To promote the school to different audiences, including the press, and raise its profile within the local community.
2. To liaise with local businesses for fundraising, arranging vocational experience and joint projects including the co-ordination of apprenticeships.