

JOB DESCRIPTION  
SCHOOL BUSINESS MANAGER  
BAND 7 PT 26-29

Responsible to	The Headteacher
Purpose of role	<p>To lead and advise on all aspects of financial management, working in partnership with the Headteacher and Governors to ensure financial sustainability. To ensure accurate financial records are maintained and report on a regular basis to Headteacher, Senior Leadership Team and Governors to inform decision making. Manage financial systems and ensure robust financial procedures are in place.</p> <p>Be responsible for managing the strategy and operation of business functions of the school, including financial management, human resources, administration, premises and H&amp;S.</p> <p>To be a member of the Senior Leadership Team</p> <p>To provide leadership to the Admin and Facilities Team</p>
Responsible for	Specified Admin and Facilities staff across school

Key responsibilities

<b>LEADERSHIP AND STRATEGY</b>
Attend Senior Leadership Team, Full GB and committee meetings and lead on all aspects of financial management, premises and H&S.
Lead and manage school support staff as applicable
<b>FINANCE</b>
Provide strategic and operational financial support to the school
In partnership with the Headteacher prepare an annual and three year forecasted budget for the school linked to the School Development Plan. Provide budget forecasting based on estimated funding and trends to allow GB to make medium/long term strategic decisions
Work closely with SLT to develop integrated curriculum and financial planning
Day to day management of the school budget
Monitor how initiatives and changes (planned and unplanned) will impact the school budget. Undertake regular variance analysis and update Headteacher accordingly, advising where revisions are necessary.
Support staff responsible for delegated budgets with procedures which enable them to monitor these budgets
Ensure adherence to financial regulations and provide advice to SLT
Deal with all financial queries and calculations relating to EHC plans and staff salaries
Operate, maintain and develop the financial procedures and systems of the school
Update all staff contracts and budget through SIMS, FMS and Access Budget Software
Oversee financial returns for DFE, LA and other agencies within the statutory deadlines
Awareness and understanding of additional funding streams and report as necessary to SLT
Prepare financial forecasts for particular projects and manage budgets set

Oversee all day to day financial transactions/activity within the school and complete the following: Process all invoices and make appropriate payments to suppliers Reconcile all bank accounts and provide regular reconciliation reports to the Head/Governors Check and bank all school income Oversee petty cash transactions Oversee VAT monthly submittal
Management of school funds including reconciliation and independent annual audit
Process monthly File Transfers and prepare for finance visit
Ensure the school establishment return is checked and discrepancies highlighted.
Be responsible for completion and return of SFVS (Schools Financial Value Standard) in conjunction with SLT and Governors
Be responsible for financial year end procedures and associated returns.
Oversee the lettings of the school premises
Oversee the procurement, tendering of service contracts, insurance policies ensuring best value principles are adhered to.
Maximise income generation from all sources into the school budget
Oversee and authorise all overtime claims ensuring compliant and correct
Audit school trips via Parentpay
Management of Service Level Agreements ensuring best value principles
<b>GOVERNOR SUPPORT</b>
Act as point of contact for the Governing Body
Prepare agendas in consultation with Headteacher and email supporting information including termly review of finances to GB a minimum of 7 days prior to meeting.
Provide clear, concise verbal reports at the meeting and respond to all questions/queries relating to financial management
Report on matters of facilities and H&S at committee meetings on behalf of Facilities Manager
Clerk committee meetings, ensuring minutes distributed to Governors and Trust GS within deadlines
Prepare and present Control Risk Self-Assessment annually to GB for review and discussion
Prepare and present benchmarking analysis annually to GB
Assist Headteacher with cyclical review of statutory policies including consultation with staff and Trade Unions where necessary
Ensure liaison with Clerk to Governors is maintained
Act as Complaints Coordinator for the school
<b>HUMAN RESOURCES</b>
Support the Headteacher in the recruitment process adhering to Safer Recruitment guidelines
Ensure all staff contractual changes are updated in SIMS and Access Software
Oversee Office Manager in processing all changes to payroll via GMSS
Assist the Headteacher with personnel matters relating to all staff and maintain confidential records
Provide leadership to Admin/Facilities staff where appropriate and carry out annual appraisals for the support staff line managed by SBM
<b>PREMISES MANAGEMENT</b>
Oversee Facilities Manager to ensure proper maintenance and repair of School and appropriate premises records are maintained
Oversee Facilities Manager with regard to capital/building projects ensuring pre-start meetings completed ensuring audit and H&S requirements are met

Oversee rolling programme of planned work ensuring priorities in line with school budget and development plan.
Oversee Facilities Manager to ensure cyclical servicing takes place and evidence school is meeting statutory regulations
Attend Buildings Committee meeting with GB termly and report on premises matters on behalf of the Facilities Manager
<b>ADMINISTRATION</b>
Oversee Office Manager to ensure administrative services are reviewed and developed
Oversee Office Manager to ensure Single Central Records is up to date and accurate
Oversee administrative processes to ensure School compliant with all audit requirements
Oversee and support Admin and Facilities staff to ensure all aspects of job descriptions fulfilled
Be compliant with General Data Protection Regulations meeting all legislation requirements
Manage IT provision in school with support from Admin Team
<b>H&amp;S</b>
Oversee Facilities Manager to ensure H&S Policy is reviewed and implemented and necessary procedures in place
Report to Governors on behalf of Facilities Manager with regard to H&S issues and advise proposed action plans
Ensure Facilities Manager arranges necessary H&S/First Aid training as appropriate
Oversee H&S Lead to ensure school and staff comply with H&S rules and procedures
<b>GENERAL</b>
Understand that all staff have a responsibility for promoting and safeguarding the welfare of children and young people
Ensure all tasks are carried out with due regard to Health and Safety
To adhere to the ethos of the school by promoting the agreed vision and aims and setting an example of personal integrity and professionalism
To ensure the school operates with GDPR regulations
Any other duties as commensurate within the grade in order to ensure the smooth running of the school
The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. It is the individual's responsibility for promoting and safeguarding the welfare of children they come into contact with

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school