



Job Description and Person Specification for School Business Manager

Post Title	School Business Manager (Senior Leadership)
Salary Grade	MG1 (spinal point depending on experience)
Contract Status	Permanent, 37.5 hours per week, term time plus 3 weeks (42 weeks per year)
Responsible to	Headteacher
<p>Job Purpose:</p> <p>To be responsible for the processing and recording of all financial transactions completely and accurately on the school's finance system, ensuring that transactions satisfy the requirements of accountability and financial control and that all financial regulations of both the school and DfE/ESFA are met.</p> <p>To lead and support staff professionally and works as part of the Senior Leadership Team to ensure that the School meets its educational aims and operational needs.</p> <p>To promote the highest standards of business ethos within the administrative and site functions of the School and to strategically ensure the most effective use of resources in support of the School's learning objectives.</p> <p>To be responsible for the financial resources, administration and Information and ICT systems and Processes - common to all areas of accountability (e.g. Finance, IT, Lettings etc.), ensuring processes are in place and there are clear metrics used to monitor their effectiveness.</p> <p>To ensure effective implementation of site related health and safety as outlined in the school's Health and Safety Policy.</p> <p>To take the lead on vendor management, making sure the School gets the best deal from existing suppliers on an ongoing basis.</p> <p>To lead and manage procurement, ensuring there are clear processes in place and they are adhered to.</p> <p>To ensure the effective implementation of site related aspects of the Health and Safety.</p> <p>Strong negotiation skills are required for the role.</p> <p><i>It is highly desirable that the post holder has the School Business Manager Qualification to at least Diploma level (or an equivalent level qualification). A willingness to undertake further training is essential.</i></p>	
<p>Main Duties</p> <p>Leadership and Strategy</p> <ul style="list-style-type: none"> Provide support, advice and guidance to the Headteacher and SLT in the development of job-related policies and plans, ensuring that the objectives and priorities are implemented and reviewed systematically. 	

<ul style="list-style-type: none"> • Provide advice and guidance to the Head, SLT and Governing Body in developing new initiatives, managing change and maintaining an oversight of the services provided to the School, including the improvement of those services. • Ensure that administrative, financial and IT services and systems within the school meet current legislation, Harrow Council and school-based policies. • Play a key part in collating, analysing and presenting information to the Headteacher and Governing Body on its performance against targets set out in the School Improvement Plan (SIP), including offering solutions and options as to how performance can be improved. • Take a leading role in the strategic planning of the School and developing the necessary strategies to make it effective. • Take a leading role in marketing the School in the wider community. • Work with the Personnel Manager to ensure all aspects of HR/Personnel related areas are in line with School policies. • Be accountable for all Support Services relating to: <ul style="list-style-type: none"> a) Administration b) Finance c) Extended Services (BC/ASC) d) Lettings
<p>Strategic direction</p> <ul style="list-style-type: none"> • Provide leadership and direction on strategic projects, partnerships and developments including: <ul style="list-style-type: none"> a) Strategic Risk Management b) Major fundraising initiatives c) School to school support • To organise and attend and, as necessary, minute Finance Committee meetings and enact appropriate actions from these meetings. • To organise, attend and minute, as necessary, other meetings as requested by the Headteacher.
<p>Administrative</p> <ul style="list-style-type: none"> • Ensure excellent support in all financial and operational administration matters is provided for the school. • Ensure the School's financial administrative systems and structures provide an excellent service. • Ensure communication on financial matters with all stakeholders is of a high standard. • Be part of, and ensure the provision of a hospitable and welcoming front-line service to all visitors and parents. • Oversee the management of GDPR across the school and be the school's Data Protection Lead liaison with the external Data Protection Officer. • To function as line manager for all members of the main office administrative staff, Site staff and Communications Marketing Coordinator, in order to ensure the effective and efficient running of their duties and continuing professional development. • Assist the Site Manager with the implementation of site related health and safety as outlined in the school's Health and Safety Policy.
<p>Finance</p> <ul style="list-style-type: none"> • Manage the day-to-day accounting and financial procedures of the school including the maintenance and operation of the school's accounting system. • Ensure that financial standards are complied with in line with school policies, current legislation and the requirements of London Borough of Harrow, ESFA, HMRC and other organisations as required.

- Develop, compile and submit budgets and forecasts so that the Headteacher, Governors and budget holders are given timely and accurate advice on all financial and related business matters.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
- Provide strategic leadership in financial management to ensure the long-term sustainability of the School.
- Be responsible for developing the financial aspects of the SIP, monitoring its performance, ensuring alignment to staffing and finance plans and presenting regular reports to the Headteacher and GB.
- Take a leading role in the securing of funds for the School to achieve its goals and objectives. This includes statutory, consultancy and charitable sources of funding.
- Identify additional finance required to fund the School's proposed activities.
- Seek and make use of specialist financial expertise.
- Liaise with the Site & Facilities Manager to maximise income through lettings and other activities.
- Present timely and fully costed proposals, recommendations or bids.
- Ensure that financial systems within the School, including SIMS (or appropriate alternative systems), meet the requirements of the Financial Management in Schools (FMS) framework, follow sound practice, have clear accountability and are closely monitored.
- Liaise with Harrow's FMS Team to provide statistics for the Council and other key stakeholders.
- Ensure that cash reserves and investments are monitored and reported; negotiating interest rates with the banks to elicit best rates for deposit.
- Prepare monthly balance sheet reconciliations, prepare and review all income and expenditure reports, and provide monthly management reports including detailed commentary, highlighting areas requiring attention to the Headteacher on a timely basis, providing feedback to the Finance and Resources Committee as appropriate.
- Liaise and provide information as required with external providers of services (e.g. external and internal auditors).
- Manage School credit cards.
- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle of replacement for major physical assets.
- Ensure all financial arrangements are in keeping with the School's status.
- Reconciliation of expenditure and income, both monthly and at the end of the financial year.
- Support the Governors' with their annual review of the Schools' Financial Value Standard.
- Assist Headteacher prepare and submit the annual budget as part of the three-year financial plan to the GB.
- Be responsible for financial administration including ordering and invoicing systems, petty cash, monitoring expenditure and preparation of monies for banking
- Process BACS runs.
- Oversee the ParentPay system.
- Benchmark financial performance against other schools.
- Oversee planning and implementation of capital works with the Site Manager to ensure economic viability.
- To prepare and present reports on lettings income and capacity utilisation for Governors.
- To oversee the effective provision of the school premises lettings to members and groups of the wider local community in order to maximise income and community use with the Site Manager.

Management Information Systems & ICT

- Liaise with ICT Provider/Technician and outside providers when relevant.
- Consider approaches for existing use and future plans to introduce or discard technology in the School.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the School has a strategy for using technology aligned to the overall vision and plans for the School, ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the School.
- Establish systems to monitor and report on the performance of technology within the School.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Child Protection

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Keeping Children Safe in Education 2016 and Working Together to Safeguard Children, in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- To ensure that the DSL is made aware and kept fully informed of any concerns raised by an employee or child in relation to safeguarding and/or child protection.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time. This document is not a contract of employment.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....

Signed.....

Post Holder

Headteacher

Date.....

Date.....

Person Specification – School Business Manager

The Applicant should have:	Essential	Desirable
Education and Qualifications		
A relevant professional management qualification	X	
First degree or equivalent qualification		X
Professional accounting qualification		X
Further relevant educational professional qualification		X
A diploma in SBM or equivalent		X
Knowledge and experience		
Current and/or previous experience of successful finance work in the education sector	X	
Proven finance and administrative managerial experience	X	
Successful and relevant leadership experience	X	
Successful strategic experience	X	
Experience of budgetary management and control within a large organisation or similar setting	X	
Knowledge and experience of a variety of financial management systems, processes and procedures	X	
Experience of motivating and supporting staff	X	
A working knowledge of Health and Safety legislation	X	
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	X	
Experience of working effectively with a wide range of external partners	X	
An understanding of school management issues and the role of the Governing Body	x	
Awareness and understating of school/public sector finance/resources management information systems e.g. SIMs/FMS		X
Knowledge and understanding of site health and safety requirements		x
Skills and abilities		
Exceptional planning and organisational skills including working to management deadlines	X	
Highly developed interpersonal skills	X	
Excellent written and verbal communication skills		
Evidence of higher-level ICT skills	X	
An ability to use initiative and prioritise work	X	
Being accurate and well organised in approach to work	X	
An ability to interpret legislation and regulations	X	
An ability to consult and share decision making with the senior team	X	
An ability to follow instruction	X	
Ability to lead by example	X	
Skills and confidence to coach and mentor staff and tackle underperformance	X	
Personal Qualities		
Commitment to high educational, professional and personal standards	X	
Respect for young people and their needs	X	
Commitment to the principles and practices of equal opportunities	X	
A relentless drive for excellence	X	
Ability to keep calm under pressure	X	
To have strong awareness of professionalism and confidentiality	X	

A sense of fairness	X	
Other Requirements		
Excellent record of attendance and punctuality	x	
Comply with safer recruitment checks including DBS checks and Disqualification by Association questionnaire	x	
A commitment to safeguarding and promoting the welfare of children and young people	x	
To be smart and presentable	X	