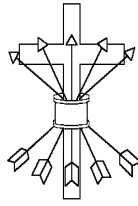


WADDESDON CHURCH OF ENGLAND SCHOOL



SCHOOL BUSINESS MANAGER

JOB DESCRIPTION

Reporting to: Matthew Abbott, Headteacher

Responsible for: Finance Officers, Site Manager, School Admin Team, Examination Officers, Restaurant Manager.

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 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
- As a member of the leadership and management team, attend all leadership team meetings and report to governors where appropriate
- Attend all Full Governors meetings, Finance and Property and Personnel Committee meetings, producing reports and responding to questions
- 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 communications with current and prospective parents
- Contribute positively to staff well-being

Finance and Site

Finance

- In partnership with the headteacher, 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, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy
- Oversee payroll management
- Implement efficiency measures
- Maintain all insurances, including liaison over all claims
- Co-ordinate audit process
- Find and apply for grants
- Oversee the administration of FSM's and 16-19 Bursary fund
- Manage contracts, tenders and agreements, including banking arrangements
- 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
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Manage the finance officer responsible for private funds and school visits

Site Management

- Oversee management of site team, including cleaning
- Carry out site planning of annual maintenance plan, including in-house decoration and refurbishment
- Manage any building projects within the site
- Work with architects, mechanical and electrical specialists
- Ensure the school holds specific up-to-date condition surveys, valuations, site plans
- With the site manager, ensure the safety of the buildings and site including cleanliness

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
- Review risk assessments

Administration & Human Resources

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Have overall responsibility for whole school administration
- Manage the administrative support team for the leadership team/governing body:
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Ensure all school publications are updated annually, cross-referenced and produced to a high standard
- Ensure all school policies are up-to-date and all statutory policies are available on school website

Human resources

- Manage the school's payroll provision with the payroll provider
- Manage the school's pension provision with the Local Authority
- Manage the issuing of new and amended contracts
- Working with the headteacher and deputy headteacher, ensure that the recruitment process is efficient, cost-effective and fair
- Maintain and update Single Central Register to comply with safeguarding requirements
- Complete all relevant checks including: Disclosure and barring, prohibition orders, medical, qualifications, section 128s
- 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 external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Conduct return to work meetings with staff after periods of absence (including those returning from maternity leave)
- Make occupational health referrals as required
- Support staff in times of serious illness, bereavement, and stress-related sickness

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
- Act as Company Secretary for the Academy
- Filing of annual returns to EFA and Companies House
- With the deputy headteacher and systems manager, oversee GDPR

Other areas of responsibility

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.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• A degree - ideally in accountancy, business management or a related discipline)• A school business management qualification (Level 4 diploma in school business management)
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school, or in a relevant field outside education• Involvement in school self-evaluation and improvement planning• Line management experience• Experience of change management• Experience of contributing to staff development• Experience of human resources
Skills and knowledge	<ul style="list-style-type: none">• Expert knowledge of financial management• Excellent attention to detail• Previous use of school financial/administrative systems (school currently uses SIMS and FMS)• Effective communication and interpersonal skills• Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Flexibility