



## **Job Description**

**JOB TITLE:** School Business Manager

**SCALE:** Band 4, Step 1

**HOURS:** Full time – 36 hours a week – all year round

**Responsible to:** Headteacher and Governing Body

**Responsible for:** School Office, Finance, Administration and Site Staff

This job description is not necessarily a comprehensive description of the post. It will be reviewed at regular intervals and may be subject to modification or amendment at any time after consultation with the post-holder.

### **Purpose of the Job**

The School Business Manager is responsible for the Finance and Administration, Management Information systems and ICT, Human Resource Management, Premises Management and Health & Safety Management of the School.

Responsible to the Headteacher and Governing Body, the School Business Manager is the leading support staff professional, ensuring that the school meets its educational aims.

## **Main Responsibilities**

### **1. Financial Management**

- Maintain a thorough system of internal financial controls and procedures in accordance with Westminster City Council regulations and in line with audit recommendations.
- Manage the schools accounting system, ensuring monthly financial reports for expenditure and income are provided to the Governors Resources Committee members.
- Maintain accounting for school fund and school journey and produce end of year accounts for both.
- Oversee the proper collection, reconciliation and banking of all income.
- Compile of evidence to meet the Schools Financial Value Standard (SFVS) for Governors.
- Ensure best value on contracts, supplies and services is achieved.
- Ensure the financial administration for orders, receipt of deliveries and payment of invoices have clear separation of duties in line with the school's procedures.
- Negotiate large contracts for services or large items of expenditure, in collaboration with the Headteacher and Governors and fully document the process.

## **2. Strategic Financial Planning**

- Participate and contribute to strategic decisions made with the senior leadership team and Governing Body to make the best possible use of the resources available.
- Prepare the annual budgets for the Headteacher and Governing Body approval, so that the school financial resources are maximised.
- Provide financial analysis and regular reports to the Headteacher and Governing Body on projected income and expenditure against the school's budget plans to ensure budgetary control.

## **3. Human Resources**

- Participate in the selection process for admin, finance and premises staff and ensure there is a comprehensive induction to the school and financial systems and that newly appointed admin staff are appropriately supported.
- Complete all pre and post-employment checks.
- Complete paperwork for all starters and leavers.
- Support the Headteacher with implementing the staff absence policy, disciplinary procedures and performance management issues.
- Check monthly payroll report to ensure staff are being paid correctly.
- Completing the statutory school census returns in accordance with the requirements of the borough data team deadlines.
- Collating reports and statistical information relating to the school.



- Maintaining accurate records for all matters relating to safeguarding, including a Single Central Register (SCR) for all stakeholders
- Attending and presenting reports at Full Governing Body and committee meetings.
- Update and review statutory policies and make available to all staff and governors.
- Act as line manager for the administration and premises teams taking responsibility for monitoring the quality of their work and undertake appraisals for designated staff and ensure that their professional development needs are met.

#### **4. Premises Management**

- Ensure that Health and Safety requirements are met.
- Ensure procedures for testing systems and equipment meet legal requirements.
- Discuss and plan remedial working following safety inspections.
- Advise governors and staff on the financial and budgetary implications of all building works, improvements and capital schemes.
- Maintain a 5 year maintenance plan.
- Plan and implement premises projects including tender and contract documents.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Liaise with contractors when required to enable the work to progress and ensure works run to time.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.



## 5. Data Protection

- Be named Data Protection Lead for the school, and ensure that the organisation continues to be compliant with GDPR – General Data Protection Regulations;
- Ensure that all school GDPR policies are up to date and reflective of best practice.

## 6. General Statement

- Required to carry out all reasonable duties and responsibilities of the post in accordance with Westminster City Council's policies, procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the school conflict with the school's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo an enhanced DBS check.



## Personal Specification

### Essential Requirements

Knowledge and Qualification	
	GCSE pass grades (C or above) in English, Maths
	Certificate of School Business Management (CSBM), or Diploma of School Business Management (DSBM), or Advanced Diploma of School Business Management (ADSBM)
	Successful education / training and track record in relevant finance / management field
	Knowledge of financial budget management procedures and administrative procedures
	Knowledge of management information systems, database and spreadsheet applications
	Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection)
	Knowledge of SIMS/FMS would also be desirable however, training would be provided
Experience	
	Demonstrable experience in finance management
	Experience of project management, planning, managing and monitoring of work
	Experience of change management
Skills	
	Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.
	Able to analyse data and information to monitor and support activities to promote solutions.
Personal Attributes	
	Honesty, reliability, integrity and commitment
	Flexibility and a willingness to adapt to changing circumstances
	Resilient and able to meet demands of a high pressured environment, dealing with challenges when required