



## **TTSAT SBM Job Description**

**Role:** School Business Manager across 2 Primary Schools

**Whole school area of accountability:** Administration, Finances, Human Resources, Extended Services, Premises & Health & Safety

**Grade/salary:** SCP 23/25 - FTE

- Grade - SO1
- £34,434 - £36,363
- TTO plus 2 weeks plus 28 days holiday = 45.6 weeks per year
- Actual salary = £30,115 - £31,802
- Hours of work 8.00 am - 4.30 - Mon to Thurs (4 days at 7.5 hours) 8.00 am to 4.00 - Friday (1 day at 7 hours)

**Responsible to:** The Headteachers of SMST & WT

**Supervisory responsibility:** Administration, Premises Staff

### **Purpose**

The School Business Manager (SBM) holds a key post of senior responsibility within the school. Reporting directly to the Headteacher, the SBM is responsible for ensuring all financial and non-teaching aspects of the school run efficiently and effectively. The SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute significantly to the continuous improvement of the school's services.

1. To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and CFOO, ensuring that all legal and safety requirements with regard to people and property are met.
2. To be responsible for the school site and its buildings, their maintenance, development and efficient use.
3. To lead and manage the administrative and premises staff and will be responsible for their efficiency and effectiveness in meeting the needs of the school within the changing educational environment.
4. To undertake any duties not listed below that are commensurate with the level of responsibility of the post.
5. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.

### **In Addition**

6. In addition a high level of knowledge in areas of Education Policy, Premises, HR and ICT will be required as the post holder will have responsibility for the administrative functions of the school as required by the Headteacher and CFOO.
7. The post holder is also required to have the ability to work under high levels of pressure in a demanding environment and be able to meet effectively the everchanging needs of the school.

### **Financial**

- To work with the CFOO & Headteacher in preparing the annual budget for the school and provide specific expertise in long term financial management.
- To carry out short medium and long term financial planning; scenario planning and option appraisal providing strategic financial advice
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems. This includes:
  - ordering, processing and payment for all goods and services provided to the school
  - the operation of all bank accounts, ensuring that regular bank reconciliation's take place
  - the maintenance of an assets register
  - the preparation of invoices and collection of fees and other dues
  - To oversee accounting and invoicing for school meals, educational visits and extra-curricular activities
- To operate and maintain the computerised accounts system and prompt and controlled payment of invoices.
- To work with the Headteachers to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures.
- To ensure financial management of school meets the Scheme of Delegation.
- To oversee the fee collection and the management of bad debt.
- To liaise with parents regarding the payment of fees and fees in lieu of notice.
- To be assist the provision of a payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
- ensure regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.

### **Human Resources**

- To be responsible for personnel matters relating to all staff. For the clearance of new staff – medical, DBS, and to issue offer letters and contracts of employment.
- To co-ordinate and assist in the recruitment of all staff. •
- To plan and arrange administrative and premises staff induction, training and guidance as appropriate.
- With the Headteacher, to lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relation to staff and other adults who may have contact with children or will be on site
- To set up staff records and ensuring that staff records held by the school are kept confidential.
- To manage the School Workforce Census and ensuring all statutory returns are completed and returned by the deadline.
- To monitor staff absence providing regular statistics to the Headteacher.
- To bring issues relating to leave and sickness to the attention of the Headteacher.

### **Premises and Health & Safety Management**

To act as the school's Health & Safety Lead and be responsible for the management of Health and Safety within the school in keeping with Regulations. Under the direction from the Headteacher the Business Manager will be responsible for the overall management and maintenance of the school building, facilities, grounds, fabric and furnishings of the school.

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also for the installations and plant for lighting, heating, energy conservation, ventilation etc.

- To be responsible for the installation and maintenance of equipment for protection against escape from fire. To keep records of and to initiate regular fire practices, lockdown practices and alarm tests as well as completing annual fire safety risk assessment with the premises manager. Be responsible for ensuring emergency procedures are current and timely.
- To oversee the security of the school site.
- To monitor the site manager's schedule of safety testing for specific equipment.
- To be responsible for the quality of work by contractors, cleaners and catering allocating work programmes and reporting to the Headteacher as appropriate.
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of school use, with particular reference to the local community. Liaise with the premises team with regards to issuing of receipts, collection of monies and pay claims for extended hours worked.
- Monitoring the maintenance issues ensuring all issues are resolved in a timely fashion.
- Managing the purchase, repair and maintenance of all furniture and fittings...
- Managing and maintaining the school's inventory/Asset register
- Provide staff with comprehensive and relevant information and training on Health & Safety systems and procedures, including advising on equipment purchase and workplace practises.
- To ensure that appropriate records are maintained in compliance with legal requirements, e.g. COSHH and that necessary notices are displayed and reviewed.

### **Administration**

- To manage the administrative function including school reception, reprographics and records.
- To provide for the preparation and production of all school records and publications.
- To monitor the maintenance of pupil records including, when appropriate, the assessment process.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems. To act as System Manager for the administrative computer network.
- To be responsible for ensuring that all staff are aware of the administrative procedures that are in operation within the school to assist staff in the compliance of procedures
- • To establish and use effective methods to review and improve administrative systems
- To use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- To be responsible for the production of letters, reports and school publications ensuring high quality at all times.
- To be responsible for all arrangements for the efficient operation of medical examinations, photographer etc.
- To handle all other matters of an administrative nature which may arise.

### **ICT Resource Management**

- To ensure cyber security risks are identified and mitigated against.
- To ensure ICT systems, policies and procedures safeguard children and staff.

### **Other**

- Assist in the smooth running of the school at all times

- Undertake other various responsibilities as directed by the Headteacher
- Required to carry out all reasonable duties and responsibilities of the post in accordance with Trust policies and procedures.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the Trust policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- Role review: This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher's approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder's performance review.