

JOB DESCRIPTION

Job Title:	School Business Manager
School:	St Teresa's Catholic Academy
Salary:	£37,035
Reports To:	Headteacher
Grade:	NJC Scale 7/ Grade point 27
Employment Status:	Permanent – 22 ½ hours per week
Hours of Work: 22 ½ hours per week (over 3 days) Term-time only plus two weeks Additional overtime holiday working to be undertaken as needed	
Job Purpose: Responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, premises management, 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	
Line Management responsibility: <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Headteacher</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">School Business Manager</div> <div style="text-align: center; margin: 10px 0;">↙</div> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Admin & Finance Team School Secretary Finance Officer Extended Serviced Administrator IT Technician/Personnel Administrator Clerk to Governors Librarian Caretaker </div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> Number of employees managed/supervised: 7 </div>	

Duties and Responsibilities :-

Leadership and Strategy

- Be responsible for line-managing non-class based support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- In collaboration with 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
- In response to falling pupil numbers, develop and implement a communication and marketing strategy for the school, which utilises the school website, signage, prospectus, and communications for both current and prospective parents. Liaise with governors Engagement and Outreach sub-committee
- As part of the IT strategy team, monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, safeguarding responsibilities and staff wellbeing
- Attend and report to Finance and Premises Governor Meetings, report more widely to Governors where appropriate
- Undertake any other duties, projects or assignments that reasonably fall within the scope of the post as directed and agreed with the Headteacher

Financial management and income generation

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, compliant and realistic
- Collaborate with the Headteacher to submit the annual budget forecast to the governors and MAT board
- Prepare and submit timely monthly management reports to the Headteacher, governors and the MAT 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
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts, ensuring bank accounts are reconciled, invoices are paid promptly, money owed is collected, and clear records are kept
- Ensure any outstanding parental debts are dealt with in a professional and empathetic nature, referring to the Headteacher as appropriate
- Develop and implement the school's income generation strategy, ensure that all income streams are regularly compared to the local market and increased as appropriate. Communicate increase to parents in a timely fashion
- Look for new sources of income generation, including finding and applying for grants
- 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
- Monitor and update the risk registers

Human Resources

- Manage the school's payroll provision, oversee monthly payroll changes including implementation of payscale changes, ensure payroll report is accurate and reconciled, prepare journal for payroll entry
- Complete and submit the schools workforce census. Oversee other census and ensure they are submitted on time
- Act as main contact for pension funds; both for pension providers and employees
- Advise on HR issues within school and liaise with the external HR provider. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Manage the recruitment process from advert, shortlisting, interview, to offer and induction. Assemble interview panel and ensure compliant with Safer Recruitment practices. Issue contracts and contract amendments. Ensure that all personnel related paperwork is completed and that personnel files are compliant
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Oversee the Single Central Record to ensure there are no gaps
- Oversee record keeping to ensure it is compliant with GDPR and data protection legislation

Premises Management & Health and safety

- Conduct termly reviews with the Health and Safety Governor
- 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. Monitor site security and advise Headteacher of any breaches, ensure fire drills and whole school evacuations are practiced regularly and advise staff of any issues or improvements
- Organise training for staff for Health & safety, First Aid etc, Safeguarding, Food Hygiene. Ensure completed and school is compliant
- Manage the school site and premises staff/contractors.
- Gain an in-depth operational knowledge of the school premises and grounds.
- Identify projects for school improvement. Plan the project, obtain quotes, cost and write project overview, including implementation timeline. Obtain governor/MAT approval, securing quotes and arranging for works to be carried out as required. Project managing until completion, over-seeing and managing projects outside term-time to avoid school disruption.
- Ensuring all regular equipment checks are carried out in compliance with Health and Safety legislation. Regularly update and review the premises management policy
- Management of relationships and contracts with external suppliers

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</p> <p>A school business management</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Experience of Human Resources</p> <p>Experience of Project Management and Delivery</p> <p>Experience of managing Health and Safety</p>
Skills and knowledge	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of Sage, BPS, Arbor, Office 365</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and lead and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p> <p>Ability to understand and evaluate site and premises operational issues and plan to resolve them</p>
Personal qualities	<p>Commitment to promoting the Catholic ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to display high standards, including acting with integrity, honesty, responsibility, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively and calmly</p>