Job Description

Post:	School Business Manager
Responsible to:	Headteacher
Grade & Range	NJC APT&C Pay Scale Grade 11 (Points 40-44)
FTE Salary Range:	£53,051- £57,403
Actual Salary:	£53,051- £57,403
Weekly Hours:	37 hours per week
Paid Weeks per Year:	Full Year
Start Date:	As soon as possible

Overview

Job Purpose:

To manage the support function of the school, specifically in the areas of Finance, School Administration, Catering, Premises, Facilities, ICT and HR and Payroll. The post holder will be an active member of the Senior Leadership Team to hold strategic responsibility for their respective areas.

Key Tasks:

To be responsible for all aspects of the school's financial systems, working with outside agencies and officials as necessary

- Line management of finance staff
- To produce a balanced budget within funding allocations for each financial year for consideration by the Headteacher and Governors
- Calculation of annual capitation information for departments and providing monitoring and reporting against these during the financial year
- To contribute to the continuing development of robust financial systems and controls to ensure public funds are used effectively and comply with statutory requirements
- Procurement of goods and services, ensuring best value and statutory requirements met
- To contribute to the completion of all statutory returns to the DfE, EFA, HMRC and Companies House, as required
- To contribute to ensuring month end procedures are completed, including regular reconciliation of the financial management system, VAT returns, calculation of accruals and prepayments, payroll reconciliation, bank reconciliation etc.
- Overseeing payroll, ensuring monthly payments are in line with commitments, raising issues with the Headteacher
- To contribute to the development, implementation and monitoring of procurement and value for money procedures
- Monitor the budget to ensure that it is in line with expectations, raising issues with the Headteacher
- Provision of financial information to inform the Headteacher and Governors

- Attending and reporting at Governing Body meetings
- To ensure the school has adequate insurance provision.

To be responsible for all aspects of premises matters of the school

- Line management of premises staff
- To oversee all site related activities including compliance
- To oversee school lettings and School Hire
- To lead on the production of the School's Premises Development Plan and related projects
- To oversee the development and monitoring of health and safety policies and procedures.

To be responsible for the daily administrative functions of the school

- Line management of administrative staff
- Provide oversight of effective administration systems throughout the school
- Management of Lancashire Schools' Portal and DfE Portal
- To carry out return to work interviews following staff absence as required
- To manage support staff leave of absence requests and holiday time.

To be responsible for the school's facilities, services, and contracts

- Line management of the catering team
- To oversee the development and monitoring of the catering function
- Liaison with contractors
- To secure appropriate contracts to meet the school's requirements, ensuring compliance with requirements and best value
- To monitor and manage contracts, ensuring contractual compliance and providing value for money
- To have operational oversight of the first aid provision in school
- To manage the grounds maintenance contract or equivalent.

To be responsible for the school's ICT function

- Line management of the ICT team
- To oversee the development and monitoring of the ICT functions
- Liaison with contractors
- To secure appropriate contracts to meet the school's requirements, ensuring compliance with requirements and best value
- To monitor and manage contracts, ensuring contractual compliance and providing value for money.

To be responsible for the school's HR function

- Line management of the human resources staff
- Calculation and input of contractual and salary details to SIMS Personnel for new staff and amendments to current staff contracts as required
- To oversee the recruitment of Finance, Administration, Catering, Technical, Premises staff and support with teaching staff
- To work with the Headteacher in support staff performance management
- To help to identify professional development opportunities for support staff within budget constraints.

The above represents a broad outline of the specific duties and responsibilities planned to be attached to the role of School Business Manager. Depending on the needs of the school, these may be altered from time to time in consultation with the Headteacher.

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the School Business Manager is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive, and exhaustive statement.

Safeguarding

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Professional Development

The successful candidate must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people. The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles, and values of the Trust.

Personal Specification

	Essential	Desirable
Qualifications	• Educated to level 3 or above (A level or equivalent) • Maths & English GCSE at grade C or above (or equivalent).	• Evidence of continuous professional development, including SBM qualification • Relevant professional qualification at level 4 or above (e.g. finance, management etc.) • A recognised accounting qualification (e.g. AAT) • IT qualification.
Relevant Experience, Skills, and Knowledge	• Experience of financial planning, budget setting, monitoring, and reporting • Experience in the use of financial management systems • High level administrative and organisation skills • Must be proactive and able to use initiative • A proven ability to problem-solve and achieve results • Excellent written and verbal communication skills • Competence in the use of Microsoft packages • The ability to work independently and to a high level of accuracy • Experience of working successfully and co-operatively as a member of a team • Calm, confident and approachable attitude when dealing with all situations • The ability to manage own and others' workloads appropriately, with the enthusiasm, stamina, and passion to enthuse and motivate others; also, to prioritise, evaluate and manage all areas of responsibility and accountability.	• Knowledge of accounting concepts and principles, including Charities SORP • Experience of HR procedures and knowledge of employment legislation • Management of teams • Knowledge and understanding of payroll processes • Knowledge of education funding • Experience in the completion of financial returns • Knowledge and understanding of VAT guidelines • Experience of developing, implementing, monitoring and reviewing policies • Project management experience • Knowledge of Health & Safety legislation • Experience of public sector procurement.