



## School Business Manager Job Description

**Salary:** SM1 (1-6) FTE £60,628-66,108 (Actual salary will be pro rata)

**Permanent** 35 hours per week. **Term time** 39 weeks  
(+ 2 weeks to be worked during school holidays at mutually agreed times)

35 hours per week – *commitment to some evening meetings during the School year.* Opportunity for flexible working.

### **Main Purpose of the job is to:**

- To manage and strategically lead the financial, HR and other Operations of the school
- To support to the Head Teacher and the Governing Body in achieving the strategic and educational objectives of the School
- Ensure the efficient day to day management of the school's financial and HR resources with responsibility for procurement, contract management and premises
- Ensure maintenance of effective internal controls and compliance with all relevant legislation and reporting requirements
- Promote the highest standards of financial probity and efficiency within the administrative function of the School

### **KEY RESPONSIBILITIES**

#### **1. Leadership and Strategy**

- Be a member of the Senior Leadership Team, influencing strategic decision making and providing key support in the achievement of the school's development plan.
- Attend Governing Body meetings and Committees to provide information as required including forecasts, annual budget statement, monthly management accounts and budget monitoring reports.
- Manage, support and develop our current team of administrative staff to ensure that services are delivered efficiently



- Develop collaborative relationships outside the school with other hospital schools and NAHE (*National Association of Hospital Education*), LB Camden as well as with staff and management employed by the 2 NHS Trusts.

## **2. Financial Resource Management and Accounting**

- Provide and operate effective accounting systems and services, ensuring adherence to the principles and procedures detailed in the School's Financial Procedures and the Financial Value Standard (SFVS) and other relevant standards.
- Work with the Head Teacher to prepare, plan, set and monitor the annual budget to support the School in delivering its financial objectives within budgetary allocation
- Be responsible for budget monitoring and forecasting and the preparation of monthly management accounts.
- Be responsible for the preparation and submission of all financial returns to the Local Authority and other relevant bodies.
- Oversee school non-public funds management and ensure effective procedures are in place. Prepare annual financial accounts for audit.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and the rental of offsite accommodation.
- Oversee the asset register and the annual audit of all furniture, fitting and equipment including IT. Present "disposal reports" to the Governing Body for formal approval.

## **3. Human Resources Management**

- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Maintain all staff employment contracts; notify Camden Payroll of any changes; oversee DBS checks; prepare annual salary statements and maintain confidential personnel files for all members of staff.



- Ensure efficient maintenance and reporting of staff absence and ensure accurate recording of information for School Workforce census.
- Lead on absence monitoring and review meetings, identifying when triggers have been reached in line with the school's absence policy
- Review the monthly payroll for accuracy and post to FMS. Resolve payroll and pension queries for all staff.
- Be responsible for the administration of HR processes including recruitment, OH referrals and absence management.
- Provide advice to Governors and the Leadership Team on employment related issues and processes e.g. assessment of salaries, expenses, sickness and maternity procedures

#### **4. Effective use of School premises**

- Manage facilities, including premises, and work alongside School and Hospital premises depts to support delivery of the service
- Prepare work specifications for tender and assist with the selection of contractors.

#### **5. Policy Development**

- Monitor school policies alongside Clerk to Governing Body and ensure that they are reviewed/updated in accordance with the agreed timetable or where necessary to comply with new guidance or legislation
- Draft/ revise policies in collaboration with other members of staff and/or the leadership team and arrange for approval by the Governing Body where necessary.

#### **6. Continuing Professional Development**

- Make use of the training opportunities offered by the School and outside agencies in order to complete personal professional development objectives as identified in the School Improvement Plan, at Professional Meetings with the Headteacher and/or in Performance Management Reviews.



## **7. Health and Safety**

- Ensure familiarity with, and observe, the Health and Safety Policies of the School and Hospital.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.

## **8. Safeguarding**

- Follow the Safeguarding Policies of the School and the Hospital and attend related training.
- Promote and safeguard the welfare of children and young people that you come into contact with.

## **9. Compliance with School Policies**

- Actively implement all the School's Policies.
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that may not be specified in this job description.
- Fully support the vision, ethos and policies of the School

This job description is not an exhaustive list, and you will be expected to conduct any other reasonable tasks as directed by the Headteacher.