



SCHOOL BUSINESS MANAGER ~ JOB DESCRIPTION	
Main Purpose	<ul style="list-style-type: none"> To ensure the smooth running and efficiency of school services and operations. To lead in the areas of finance, property management and Human Resources. To project manage all capital works programmes and secure funding streams for further development. Be an active member of the Leadership Group, providing advice and support on all areas in your field. To lead on financial information for the Governing Body and Diocese. To keep abreast of National and Local developments in non-teaching areas and to advise the Leadership group, as appropriate.
Responsible to	<ul style="list-style-type: none"> Headteacher/Deputy Headteacher & Governors.
Responsible for	<ul style="list-style-type: none"> Finance, Reprographics and support staff (including premises/site staff, finance assistant and some other relevant admin staff roles).
KEY AREAS	
Senior Leadership Role	<ul style="list-style-type: none"> Attend Leadership and Governors' Meetings as required. Represent the School at all meetings/briefings/conferences both within and outside Stockport that do not require the attendance of the Headteacher or a teacher representative. Act as mentor to, and as senior representative of all support staff at Leadership and other staffing meetings. Operate and maintain the SCR and play a leading role in safeguarding our pupils and staff.
Finance	<ul style="list-style-type: none"> Construct annual, five-year Strategic Financial Proposals for consideration by Governors, using detailed income and expenditure projections based upon the school development plan and curriculum demands. Monitor, analyse and report upon income and expenditure from within our c.£4 million annual budget allocation, comparing against budget or previous years, and make appropriate corrections to the budget plan where corrective action is required. Working with the Finance Assistant, produce accurate and timely financial information and provide financial reports and returns for School Leadership and Governors, Stockport LA, Shrewsbury Diocese and DfE and Ofsted as required. Maintain a risk register pertaining to finance related issues. Allocate resources to budget holders within the establishment. Assist and advise in the utilisation of these resources to ensure that there is cohesion in the purchase of services and equipment. Ensure the principals of Best Value and competitive tendering are adhered to. Co-ordinate the upkeep of the Asset Register.

	<ul style="list-style-type: none"> • Take responsibility for payroll management for all employees and monitoring of payroll costs. • Lead and coordinate the use of the school’s financial management software, ensuring that all staff using the software are given adequate support and training. • Be responsible for capital expenditure and provide Governors with detailed costings for capital projects. • Take the initiative to work for the identification of new funding sources and for the submission of bids for grants and specialist standards funds. • Be responsible for Lettings of school facilities outside school hours maximise income generation in house. Monitor income and expenditure and assist the staff in development and expansion of these areas. • Work with the SENCO and the relevant member of SLT to ensure that funding is directed to provide appropriate provision. • Monitor existing contracts and arrange the tendering process for new/replacement contracts.
Human Resource Management	<ul style="list-style-type: none"> • Manage payroll processes to ensure timely accurate payment to employees. • Monitor the way policies and procedures are actioned and provide support where necessary. • Where appropriate, seek and make use of specialist expertise in relation to HR issues. • Undertake Return to Work interviews and maintain accurate records of staff attendance. • Maintain the Single Central Record (Safeguarding). • Prepare and update policies for pay, local working agreements, staff discipline, grievance, capability, performance, equal opportunities, transport and Health and Safety. • Maintain a risk register pertaining to human resource related issues • Address all staff queries concerning employment issues and complete returns requesting staffing statistics. • Responsible for the Induction processes for all new staff and the management of Support Staff Appraisal
Buildings & Site Management	<ul style="list-style-type: none"> • Prepare briefs and make submissions to secure premise funding for building or major refurbishment projects identified in the School Development Plan. • Play a leading role in project management of site related projects. • Prepare tender documents for services and contracts in partnership with the Diocese and LA (as appropriate). • In association with the site staff, identify minor building repairs and improvements and arrange for work to be put out to tender and completed to a convenient timescale. • Maintain a risk register pertaining to site related issues. • Monitor occupancy costs and identify and implement change to maximise efficiency.

	<ul style="list-style-type: none"> Oversee the school's site management, cleaning and grounds maintenance operations, including the recruitment of premises staff as necessary. Ensure that the site is both safe and secure and liaise with our security and alarm contractors.
Health & Safety	<ul style="list-style-type: none"> Provide regular revision to the School's Health and Safety Policy to incorporate new advice safety and legislation. Convene and chair regular Health and Safety meetings. Manage Health and Safety throughout the school and ensure that all documentation and risk assessments are in place for regular and new activities. Maintain a risk register pertaining to Health and Safety related issues. Attend all Health and Safety meetings and training opportunities as the school lead professional. Take responsibility for the supply of Health and Safety training and the dissemination of new information to all staff concerned.

SCHOOL BUSINESS MANAGER ~ PERSON SPECIFICATION		
Key Aspect	Essential	Desirable
Qualification/Training/Competences	<ul style="list-style-type: none"> NVQ 4 or degree or equivalent in any subject Qualifications related to business management and/or financial management Good financial management understanding 	<ul style="list-style-type: none"> Evidence of further training in school-based support CSBM DSBM
Relevant Experience	<ul style="list-style-type: none"> Experience working at a management level in business management 	<ul style="list-style-type: none"> Experience working in a school-based/education environment
Knowledge	<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice/legislation in areas covered by job description. Ability to use specialist Management Information Systems and financial packages 	<ul style="list-style-type: none"> Knowledge of secondary school systems e.g. SIMS and HCSS
Skills	<ul style="list-style-type: none"> Ability to interpret advice/statute and to devise policy/practice in the light of these Self motivated Able to take instructions Ability to manage a multi-disciplinary team effectively 	

SCHOOL BUSINESS MANAGER ~ PERSON SPECIFICATION		
Key Aspect	Essential	Desirable
	<ul style="list-style-type: none"> • Have excellent professional relationships with different groups of people • Ability to relate well to children and adults • Flexible in dealing with competing and new tasks • Approach new situations and challenges with openness, honesty and compassion • Ability to persuade, motivate, negotiate and influence • Ability to communicate effectively both orally and in writing. • Ability to self-evaluate learning needs and actively seek learning opportunities 	
Special Circumstances	<ul style="list-style-type: none"> • Attendance at meetings outside normal hours in and out of the job location • Excellent attendance record 	

K Turmeau – October 2022