



Job Title: School Business Manager

Accountable to: Senior Leadership Team and Governing Body

Job Purpose: Strategic vision and leadership to facilitate excellent standards of teaching and learning

An Overview of Core Responsibilities

Finance Responsibilities

- Oversee the work of the Finance Assistant, including authorising orders, and payments and reconciliation of all bank statements and overseeing all aspects of School Fund.
- Prepare and monitor detailed expenditure reports and analyse as required
- Work in conjunction with the Leadership Team and Governing body to determine priorities for expenditure with regards to the School Budget, School Fund and any additional funding received taking into account the School Improvement Plan
- Leads, operates, maintains and develops the financial procedures (including voluntary funds) in cooperation with the Senior Leadership Team and Governing body and in accordance with agreed policies and timeframes
- Ensure Best Value is achieved by close monitoring of procurement processes
- Prepares bids for funding as required and ensures that the school maximizes its funding and income from all sources
- Prepares, for approval by Governors and the MAT, the annual Budget Plan, Revised Budget Plan, Draft Budget Plan, and provides specific expertise in longer term plans ensuring an effective link with School Development Plan priorities
- Ensures that expenditure is monitored and controlled in line with the Budget Plan, that budget holders are supported to enable them to control their budgets, accurate financial records are maintained and reported on a regular basis to the Senior Leadership Team and Governors, with particular reference to variances
- Prepares financial appraisals for particular projects and the development of long term initiatives for the school
- Cooperates with audit procedures and initiates and manages audits as necessary
- Ensure that the inventory of equipment is maintained
- Manages tender processes for all service contracts and monitors all insurance policies, with a view to cost effectiveness
- Monitors and controls capital expenditure on buildings and grounds, places contracts, appoints and monitors contractors
- Takes delegated responsibility for financial decisions following appropriate discussions with the Head teacher
- Ensures all statutory and statistical returns are accurately completed and submitted on time

Premises Management

- To coordinate the management, development, and maintenance, and efficient use of the buildings, facilities, grounds, and furnishings
- Ensures the appropriate placing and monitoring of all service contracts including cleaning

- Oversees the security, maintenance, heating, cleaning and other general site services
- Oversees services provided to the school by external agencies including tender processes
- To oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use, with particular reference to the needs of the local community
- Oversees purchase, repair and maintenance of all furniture, equipment, and fittings, in line with Value for Money principles
- Ensures that quotes are obtained in line with the school's Financial Regulations
- Ensures that the quality of work by contractors, the buyback scheme, and cleaning staff is monitored effectively and reported to Governors as appropriate
- Responsibility for Health and Safety matters within the school
- To keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely

Management and Leadership Duties

- Direct line management responsibility for all office, premises staff and midday meals supervisors. Including setting clear, measurable objectives, monitoring and reviewing. Managing and monitoring staff absence in accordance with policy and procedures, the induction procedures for new staff and staff training and development plans/objectives
- Overseeing operation of the school payroll system
- To liaise with the Data Protection Officer to ensure the school carries out its responsibilities in relation to GDPR legislation
- To submit HR returns to the Multi Academy Trust as required
- Any additional duties as requested by the Senior Leadership Team