



School Business Manager

Job Description

Caldecote Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Salary £27,000 - £37,000 dependent on experience

Hours: 40 hours per week, 41 weeks per year

Contract type: Permanent

Reporting to: Co-Headteachers

Responsible for: Administrative, lunchtime and ancillary staff

Main purpose

- The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, 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.

Duties and responsibilities

Leadership and strategy

- Under the direction of the Co-Headteachers, 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
- Be responsible for line-managing support staff (administrative, lunchtime and ancillary staff) including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Under the direction of the Co-Headteachers, oversee the marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents



Financial management and fundraising

- In partnership with the Co-Headteachers, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Work closely with the local authority finance team and the school financial adviser to oversee the budget all year round, advising the Co-Headteachers where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Co-Headteachers to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee the school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Maximise and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

Human resources

- Manage the school's payroll provision with EPM (HR provider)
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and KCSIE.
- Advise on HR issues within school and liaise with EPM
- With the Co-Headteachers, conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Oversee the management of staffing new starters and end of contracts. As part of this role, ensure all pre-employment checks are carried out in line with the school's protocols and procedures.

Safeguarding

- Oversee the single central register
- Ensure all safeguarding procedures regarding visitors, volunteers, new employees and any other bodies are fully complied with according to the school's processes and procedures

Health and safety

- With the Co-Headteachers and Site Manager, liaise with the school Property Managers and supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety and security of all in the school
- Organise health and safety training for staff



Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Monitor and update the SCR and other relevant registers and records

Administration

- Manage the whole school administrative function
- Maintain administrative systems (eg; Parentmail, SIMs, Gateway payment system) and use analysis and review to maximise efficiency
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Co-Headteachers
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The SBM will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Co-Headteachers.