

Winterbourne Nursery and Infants' School



Role Profile	
Job Title:	School Business Manager (SBM)
Grade Range:	Salary £39,000-£45,000 pro rata (dependant on experience)
Hours:	28.8 hours a week (equivalent to 4 days), all year round
Location:	Winterbourne Nursery and Infants' School
Reports to:	Head Teacher and Governing Body
Responsible for:	Administrative assistant Finance officer Site management and cleaning team
Role Purpose and Role Dimensions:	To provide strategic responsibility and operational management of Finance, Human Resources (HR), Administration, Site Management, and Health & Safety (H&S).
Commitment to Diversity:	To take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. To commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none"> ▪ Governing body/clerking services ▪ External financial support ▪ London Borough of Croydon/other councils ▪ Other schools ▪ Suppliers and customers
Key Internal Contacts:	<ul style="list-style-type: none"> ▪ All staff ▪ Parents and pupils



Key Accountabilities and Result Areas

<p>Strategic role</p>	<p>In collaboration with the Head Teacher and Governors:</p> <ul style="list-style-type: none"> ▪ Assist with strategic planning aspects over 1-5 years year, in order for the school to make the best possible use of resources available ▪ Attend full Governing Body/Governors' sub-committee meetings where required ▪ To keep abreast and advise on current government and LA financial policies where relevant ▪ To identify, explore and secure external funding ▪ Develop, draft and make recommendations on all policies within the remit of the role ▪ Develop effective operations across the school in finance, HR, administration, site management and ICT ▪ Ensure the school meets its non-teaching legal and statutory responsibilities ▪ Ensure that revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of education and organisational objectives ▪ Ensure the development and continuous improvement of non-teaching staff through consistent and regular supervision, identifying training needs and managing performance, making links to the whole school development plan ▪ Continually enhance the reputation of the school within the Borough and beyond by building good networks of support and developing effective relationships
<p>Finance</p>	<p>In collaboration with the Head Teacher and Governors:</p> <ul style="list-style-type: none"> ▪ Ensure that all financial procedures are carried out in line with current internal and external procedures and regulations ▪ Be responsible for planning aspects, including all financial implications, and ensuring the school makes best possible use of the resources ▪ Liaise with the Finance Officer to ensure all financial returns are made in a timely manner ▪ Discuss, negotiate and agree the final budget ▪ Use the agreed budget to monitor actively performance to achieve value for money ▪ Propose revisions to the budget if necessary, in response to significant or unforeseen developments ▪ Provide on-going budgetary information to relevant people ▪ Ensure adequate accounting systems are in place and operated, including the payment of invoices. ▪ Ensure efficient arrangements are in place for the collection and banking of monies ▪ Advise on any fraudulent activities ▪ Identify additional finance required to fund the school's proposed activities ▪ Present timely and fully costed proposals, recommendations or bids ▪ Ensure effective monitoring systems of income and expenditure are operated ▪ To liaise, manage and monitor contracts, tenders and agreements for provision of support services



	<ul style="list-style-type: none"> ▪ Review annual Service Level Agreements offered by the LA and consultants to achieve best value for money
HR and Payroll	<p>In collaboration with the Head Teacher:</p> <ul style="list-style-type: none"> ▪ Ensure the end-to-end effective recruitment and appointment of staff, meeting all internal and external safeguarding regulations ▪ Ensure procedures are in place to meet regulations in relation to all HR matters ▪ Oversee the maintenance of confidential staff records ▪ Ensure the Single Central Record is up-to-date and held in line with the latest LA and Ofsted advice ▪ Liaise with the finance officer to ensure all areas of payroll and contracts are met effectively ▪ Manage all payroll queries, and ensure deadlines are met in a timely manner ▪ Liaise with the administration team to ensure monitoring and recording of staff absences
Health & Safety	<ul style="list-style-type: none"> ▪ Act as the School's Health & Safety Officer ▪ Ensure the school complies with all internal and external H&S regulations and procedures ▪ Ensure all paperwork concerning H&S and accident reporting is complied with ▪ Promote proactively a health & safety culture within the school and its community
Support and administration	<p>In collaboration with the Head Teacher:</p> <ul style="list-style-type: none"> ▪ Manage the whole school administrative function ▪ Ensure the school's policy for safeguarding is applied ▪ To be responsible in part for the line management and professional development of the administrative staff and site management team and oversee members of the support staff ▪ Ensuring that computerised Management Information Systems and records are maintained and kept up to date, and that these are developed commensurate with the needs of the school ▪ Keep abreast of administrative systems that deliver outcomes based on the changing needs of the school ▪ Define responsibilities, information and support for staff and other stakeholders ▪ Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication ▪ Prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines



<p>Site management</p>	<ul style="list-style-type: none"> ▪ Liaise with the Site Manager to ensure that the security of the site is maintained at all times and to make recommendations for improvement as necessary ▪ Ensure that all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and safeguarding ▪ All site maintenance is fulfilled to the agreed quality standards by staff and contractors ▪ Negotiate with all potential and existing suppliers to ensure the school the best value for all goods, services and works procured ▪ Identify, research and recommend contractors to the Head Teacher in consultation with the Site Manager
<p>Communication and ICT</p>	<ul style="list-style-type: none"> ▪ Develop a sustainable, cost-effective ICT plan with the Head Teacher ▪ Consult with relevant people and other parties to introduce new technology or improve existing technology in the school ▪ Ensure ICT plans are implemented within agreed budget, timescales and specifications ▪ Ensure appropriate procedures are in place to enable the effective commissioning, procurement and management of external resources and services required for ICT ▪ Enable staff to receive required information on ICT ▪ To oversee the periodical review of all communication systems, admin ICT, fax, photocopier and reprographic equipment, ensuring they adequately meet the needs of the school ▪ Keep up to date relevant policies including Data Protection for use of technology across the school
<p>Safeguarding</p>	<ul style="list-style-type: none"> ▪ The post holder be fully aware of and understand the duties and responsibilities with regards to safeguarding children and young people as this applies to the role within the school ▪ To ensure that the Head Teacher is made aware and kept fully informed of any updates to the current safeguarding legislation ▪ Ensure the Head Teacher is made aware of any concern which the SBM may have in relation to safeguarding/child protection
<p>Green Statement</p>	<ul style="list-style-type: none"> ▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision
<p>Data Protection</p>	<ul style="list-style-type: none"> ▪ To be aware of the council's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this ▪ To act as the School's Data Protection Officer ▪ To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements

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<p>Confidentiality</p>	<ul style="list-style-type: none"> ▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
<p>Equalities</p>	<ul style="list-style-type: none"> ▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
<p>Customer Care</p>	<ul style="list-style-type: none"> ▪ Able to demonstrate a commitment to the council's Customer Care Policy
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ To participate in training to be able to demonstrate competence. ▪ To participate in first aid training as required. ▪ Participating in the on-going development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the School Service ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on School policies and interventions

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Person Specification	
Job Title:	School Business Manager
Essential qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent ▪ Recognised financial/accounting qualification (AAT, ACCA, CIMA etc) ▪ Formal qualifications in English and Mathematics ▪ Certificate/Diploma in School Business Management or equivalent
Essential experience	<ul style="list-style-type: none"> ▪ Minimum 3 years' experience in Financial Management ▪ Senior Leadership in a public/private sector setting ▪ Budget management and forecasting ▪ Driving through organisational change ▪ Developing and implementing effective administrative systems and procedures to drive standards forward ▪ Project management ▪ Producing a variety of financial reports, including detailed management accounts
Essential knowledge and understanding	<ul style="list-style-type: none"> ▪ Financial and accounting practices and regulations ▪ Budget management, resource planning, and forecasting ▪ Human Resources ▪ Health & Safety
Essential skills and abilities	<ul style="list-style-type: none"> ▪ Excellent IT skills (Microsoft Office) ▪ The ability to adapt to both varying tasks and those of a routine nature ▪ The ability to respond effectively to staff, pupils, parents, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone ▪ A good understanding of the need for confidentiality and secure financial systems ▪ Excellent literacy, numeracy and communication skills ▪ Operating calmly and professionally under pressure and meeting deadlines ▪ Ability to maintain confidentiality and discretion at all times ▪ Ability to undertake a wide range of finance, HR, site management, H&S, and administrative tasks ▪ Ability to lead and manage other members of staff ▪ Working as part of a team
Special conditions	<ul style="list-style-type: none"> ▪ Willingness to undertake further training as required for example on software, HR, H&S, safer recruitment, et cetera ▪ The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables ▪ The physical ability to perform the duties of the post with the support of aids and adaptations if necessary

The above duties are neither exclusive nor exhaustive, and the School Business Manager may be required by the Head Teacher to carry out other appropriate duties within their competence. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The areas of responsibility in the job description may be reviewed at the discretion of the Head Teacher in the light of those changing requirements and the consultation with the post holder and governing body.