

JOB DESCRIPTION - SCHOOL BUSINESS MANAGER

Job Title: School Business Manager (SBM)
Al-Khair Schools

Responsible to: Head Teachers

Start date: June 19 2023

Job Purpose:

The role combines the leadership of a business management support team of staff in the delivery of key support services and activities, whilst acting as professional lead in the school for the support of the Headteachers in all aspects of school business operations relating to:-

- Strategic Finance and Budget Planning
- Financial management and monitoring
- Facility/Property and Health & Safety management
- Information and Communications Technology (ICT)
- Project management including aspects of building and capital projects for school improvement

Responsible for

Line and performance management of a business support team of finance and administrative staff as well as the Site Management to deliver out-of-class support services for the school.

GENERAL DUTIES:

Financial Resources & Information Management:

- Ensuring that appropriate and required financial processes, procedures, systems and controls are in place for the prudent conduct of school's financial affairs
- Evaluate information and consult with the Head Teachers to prepare a realistic and balanced budget for schools
- Submit the proposed budget to the Head Teachers and Governors for approval and assist the overall financial planning process
- Responsible for the provision of monthly management accounts, including Profit and Loss, Balance Sheet, Cash Flow, and variance analysis
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Conduct of appropriate petty cash arrangements
- To line manage the Finance Officer
- Oversee day-to-day financial management
- Increase lettings income

Facility/Property Management:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services

- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations and local community to increase the letting income
- Seek professional advice on insurance and advise the Head Teachers on appropriate insurances for the school and implement and manage accordingly

Health & Safety Management:

- Act as the school's Health & Safety Co-ordinator and Fire Officer
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the Head Teachers and Governors
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils and schools

Information and Communications Technology (ICT):

- Support in designing and maintaining administrative systems that deliver outcomes based on the school's aims and goals
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation, and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Managing school website and all social medias

PERSON SPECIFICATION

Qualifications

Relevant qualification in accountancy/finance

Hold or be working towards the Certificate in School Business Management or the Diploma in Business Management

Skills/Knowledge

A skilled multi-tasking individual who can hold a number of tasks in operation at the same time and can securely switch between them as the need/contingencies of the day require

The ability to apply alertness and concentration e.g. in the production of financial reports and forecasts. The ability to work in an environment where there are likely to be interruptions (e.g. from other staff and pupils)

Excellent communications skills both orally and in writing – and including numeracy skills for the production of reports with financial information and focus

Attention to detail and accuracy and a personal pride in the delivery of a first-class service

Knowledge of financial planning and budget setting principles and practices

Presenting information in a succinct manner which will assist the understanding of audiences who may not be specialists in the area (e.g. producing information for school governors)

Skilled in the ability to demonstrate initiative and independence in the setting of own work priorities and scheduling – and that for the team of administrative and finance staff being managed.

Strong negotiating and influencing skills as required by the manager of a team of staff and ability to apply tact and diplomacy to diffuse conflict

Ability to advise teaching and support staff and governors of the value of policies and procedures in clear and plain language which wins their support and co-operation

Skilled user of manual records and IT systems for the recording of confidential information, personal and personnel records and budgetary information

Skilled user of Microsoft packages to intermediate level or above (Word, Excel, and PowerPoint)

EXPERIENCE

Using IT based systems for the financial and budgetary planning and forecasting of a service deliver area

Holding direct personal responsibility for the monitoring of budgets – particularly those relating to office-based services (e.g. stationery, utilities, insurances, licenses)

Significant experience of working in personal contact situations with customers/suppliers and the delivery of a responsive front-line service to them

Direct and extensive experience of the operational systems put in place to ensure document and information confidentiality.

Experience of working in one or more roles involving multi-tasking and the management of strict deadlines for both internal and external audiences.

Previous use of general project management skills and research techniques in the production of reports or recommendations

Experience of Customer care standards and team-building activities in a front line personal office service environment

Awareness of Data Protection and Freedom of Information Act requirements as they relate to the education sector

Previous application of coaching and mentoring skills and the carrying out of induction training for new members of staff.

Knowledge of OFSTED, DoE, and LEA requirements as they impact upon the preparation and reporting work required in schools

Giving advice, guidance, and recommendation to Headteachers or Board level Experience of working within a School Office team in a senior role

Acting as part of a leadership team (ideally school leadership team) in influencing decisions and policies as they apply to school business management

Other Characteristics

Open-minded and receptive to new ideas, approaches and challenges

Places high priority on effective team working

Prioritise and manage own time effectively

Work under pressure and to deadlines

Achieve challenging professional goals

Take responsibility for their own professional development

Energy, vigour, and perseverance