



St Matthews Catholic Primary School

School Business Manager Job Description

St Matthew's Catholic 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: Grade: NJCJE Grade 8 SCP 35-40. Actual Salary: £44,711 - £49,764.

Salary negotiable based on experience

Hours: daily hours to be confirmed with some flexibility around the working week.

Contract type: Full-time/permanent 52 week all year-round contract. With some flexibility with annual leave and working week

Reporting to: Head Teacher

Responsible for: Line management of admin, catering and premises 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, catering, facilities management, 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

- Be responsible for line-managing support staff, premises and catering staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the headteacher, 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.
- 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.
- Make all decisions in line with the vision and values of the school and encourage others to do the same. Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- attend Identified leadership team meetings and report to governors where appropriate as directed by the head teacher.
- To be responsible for personnel management, estate management, administration aspects of financial management, training and development of support staff and all management of the school, which are supportive to but do not directly involve teaching and learning.

Financial management and fundraising

- In partnership with the headteacher, create and manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- To implement the financial decisions of the headteacher and the governing body.
- Submit the budget to the governing board.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee 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.
- Develop 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.
- Ensure the effective and efficient operation of the administration and finance staff; delegating tasks to finance/office staff where appropriate.
- To generate and co-ordinate new income streams which are supportive of the ethos of the school.
- To prepare all financial returns for the DFE and other central and local government agencies within statutory deadlines.
- To give advice to the Headteacher and when necessary, the Governors, on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.

Human resources

- Manage the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- To be responsible for personnel matters, ensuring required pre-employment checks are conducted for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews with all staff.
- To maintain confidential staff records, and to ensure that staff records held in school are kept confidential.
- To ensure all safeguarding procedures are in place and adhered to, with specific responsibility for recruitment.
- Responsible for accuracy and maintenance of the Single Central Record.
- Ensure all HR processes are legal, compliant with internal policies and best practice and are efficiently undertaken.
- Ensure the maintenance and submission of the workforce census.

Health and safety

- With the headteacher and premises team, supervise the day-to-day 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 of all in the school.
- Organise health and safety training for staff.
- To act as project manager in relation to new and capital refurbishment projects including negotiating, managing and monitoring contracts, tenders.
- To identify and maximise opportunities for the use of the site by both school and outside agencies in order to generate income and secure sustainability.
- Preparing and maintaining the disaster recovery plan and ensuring its integration into the management procedures of the school.
- To maintain the school Asset register.
- Ensure the school is adequately insured.

Catering

- Manage the schools catering provision.
- Maintain the schools Free School Meal records.

Facilities Management

- Manage all premises related functions including, maintenance, security, improvements, Capital projects, statutory obligations for testing etc.
- Optimize the use of the schools' entire site for staff and external lets.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the risk register.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Provide administrative support for the headteacher and governing body.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

The school business manager 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 headteacher.