



Knowsley Central School

Job Description

Post Title	School Business Manager
Grade	Administrator Level 5
	Pay Band N
	Full time / Permanent
Accountable to	Head teacher

Knowsley Central School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and follow school policies and the staff code of conduct.

Summary of the Role:	<ul style="list-style-type: none"> • 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	
	<p>Financial management and fundraising</p> <ul style="list-style-type: none"> • In partnership with the head teacher, 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 • Monitor the budget all year round, advising the head teacher where revisions or changes are needed. Prepare and present budget monitoring reports to the Governors • Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the head teacher 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 • Manage the school’s lettings offer • <i>Management of major building works and projects e.g. new developments including the development of work specifications and service contracts.</i>
	<p>Human resources</p> <ul style="list-style-type: none"> • 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 and LA advice • Advise on HR issues within school and liaise with the external HR provider • Work with the head teacher to conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency

	<p>Health and safety</p> <ul style="list-style-type: none"> • With the head teacher and premises team, 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 of all in the school • Organise health and safety training for staff
	<p>Administration</p> <ul style="list-style-type: none"> • 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 head teacher and governing body • Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
	<p>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 post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.</p>

This job description may be amended at any time in consultation with the post holder.

Last review date:

Next review date:

Head teacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

Knowsley Central School
Person Specification: School Business Manager

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • A school business management qualification
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Working in an administrative and financial role within a special school environment would be desirable • Involvement in school self-evaluation and improvement planning • Line management experience • Experience of change management • Contributing to staff development • Experience of recruitment
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Expert knowledge of full budget preparation, monitoring and reporting • Excellent attention to detail • Experienced in full use of Sims.net and FMS • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Professional, self motivated, well organised and personally confident • Ability to lead a collaborative and effective team • Demonstrates an openness and willingness to listen and respond to others • Strong interpersonal skills / good sense of humour • Commitment to own professional development • Ability to reflect, analyse and think creatively, be flexible and able to problem solve, both personally and with other staff and parents

