

# Duston Eldean Primary School



'TOGETHER WE GROW'

*At Duston Eldean, we encourage a **reflective, creative, caring** and **respectful** environment where the whole school community is **happy, enthused and motivated**. In developing a **love for learning** we sow the seeds of success.*

## Job Description: School Business Manager

### Main purpose

The School Business Manager (SBM), under direction of the headteacher, is responsible for managing the strategy and operation of the business functions of our school, including financial management, human resources, facilities management, ICT resources, compliance and administration, data protection, school policies, website and social media content and marketing.

### Duties and responsibilities

#### Leadership and strategy

- 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 vision and goals.
- Provide advice to the headteacher and governors on people management issues ensuring employment legislation and school policies and procedures are followed.
- Attend leadership team meetings as required and report to the Governing Body Resources Committee meetings throughout the year.
- Implement school-wide changes and allocate resources in line with the School Development Plan, putting policies and procedures in place and communicating them to staff.
- Monitor developments in technology and consider how they can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Support the supervision of health and safety to ensure a safe working environment.

#### Financial management and fundraising

- In partnership with the headteacher, 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 and local authority.
- Monitor the budget all year round, advising the Headteacher and Governing Body 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.
- Prepare financial reports and benchmarking to present to the Headteacher, Governing Body.
- Review and revise relevant school policies and documents.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee the school bank account on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- 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 school resources, equipment and stock to meet the day to day needs of staff and pupils.

## **Human resources**

- Manage the school's payroll provision with the payroll provider.
- Ensure that personnel policies are administered in accordance with employment law.
- Ensure the Single Central Record is current and complies with safeguarding requirements.
- 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.
- Manage staff HR records in accordance with Data Protection and safeguarding requirements.
- Manage, support and develop a small team of office staff.
- Manage employee absence records.
- Manage the booking of staff training.

## **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

## **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Be the main contact for the school's Data Protection Officer, taking responsibility for monitoring data protection compliance.
- Manage the maintenance and accuracy of records and Management Information Systems including pupil, personnel and finance records.

## **Commitment to safeguarding**

- The health, safety and wellbeing of all our children is of the upmost importance. All employees are expected to prioritise safeguarding above all else.

Please note, 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 SBM will carry out. The postholder may be required to do other duties as directed by the Headteacher, to ensure the smooth day-to-day running of a primary school.

**I \_\_\_\_\_ have read, understood and accept the particular responsibilities and duties assigned to a School Business Manager at Duston Eldean Primary School.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_