



**School:** Acklam Grange School

**Post Title:** School Business Manager

**Responsible to:** Headteacher

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

The School Business Manager is a senior member of staff within the school structure and supports the school on its primary function of raising achievement. The main duties relate to administrative, financial, personnel and premises related matters, however flexibility and a willingness to undertake other duties of a similar nature is crucial, as is the ability to maintain confidentiality. The postholder will hold line management responsibility for non-classroom-based school support staff and will be part of the Trust wide SBM network – sharing best practice in all areas. The School Business Manager will contribute to and attend weekly Senior Leadership meetings as part of the wider school Senior Leadership Team.

### **FINANCIAL MANAGEMENT**

To work within the rules of the Academy Trust Handbook and TLLT Finance Procedures to ensure compliance across all areas.

Responsibilities include:

- Management of school financial systems, software, daily routines and staff ensuring high performance, fraud prevention and robust internal control systems
- To support, advise, report on and ensure the timely submission of financial aspects where directed
- Completion of monthly period close processes before central team QA and preparation of monthly budget monitoring reports both whole school and departmental and work with budget holders, as appropriate
- Annual 1 year and 5-year budget preparation working with the central team
- Provision of information to support the central team with strategic planning e.g. student number forecasts, financial planning information
- To support the preparation of Business Plans for bids or projects, working with the CFOO or central team when required
- To be the point of contact with regard to grant applications, sponsorship, gifts and other donations
- To maximise income opportunities and support the negotiation of contracts, tenders and agreements (VFM) for the school within the rules and guidelines of the Trust
- Maintain school-based contracts register information
- To manage operational performance and quality issues at local level for school led contacts, escalating to Trust central team as required
- Responsibility for obtaining necessary school licences and permissions at the appropriate time
- To maintain and provide accurate financial information in relation to Capital spend, including additions and disposals
- Provide information to support central Trust audit work
- Support the central team to maintain and QA asset register information

## **PAYROLL & HR**

Responsibilities include:

- Maintenance of academy level payroll data to ensure accuracy of information processing and correct payments to staff
- Submission of monthly salary claims for non-contractual payments such as; direct supply staff, lunchtime supervision, casual staff, additional hours and expenses
- Responsibility to ensure that staff follow Trust procedure for 'business travel'
- Detailed monthly monitoring checks of payroll information at school level
- To be the school contact to monitor and resolve payroll related issues with support from the central payroll function
- Support the central team with reconciliation and analysis as part of the month end cycle
- Production of annual staff salary statements and information for annual pay review meeting

To support the existing HR function of the School by:

- Reporting of timely information for returns (e.g. staff workforce census)
- Support the implementation of annual reviews for school support staff with support from the central HR function if required
- Organisation of appropriate training for all support staff where needed
- Support for all other HR related procedures as directed by the Headteacher

## **ESTATES AND FACILITIES**

To support the existing Estates function by:

- Working collaboratively with the school's Facilities Manager and Central Estates and Premises Manager on all aspects of Health & Safety, including appropriate risk assessments and hazard identification
- To act as point of contact in the absence of the school Facilities Manager for both the site teams and external stakeholders
- Work with the Headteacher and Facilities Manager to supervise the allocation of resources for premises budgets and maintain the school's premises plan
- Responsibility for the financial arrangements for school facilities if applicable; i.e. external hire. including invoicing and annual agreements
- Support for all other facilities related procedures as directed by the Headteacher
- Support the central team to review and implement the Business Continuity Plan providing school level information and communicating with school leaders and staff as required

## **WHOLE SCHOOL ADMINISTRATION**

- Quality assurance of the efficient functioning of the school administration system including direction and supervision of work in the School Office and accountability of high-level admin support
- Support the Headteacher to prepare reports e.g. Headteacher's report to Local Governing Body
- Co-ordinate the implementation of an effective policy cycle ensuring all school level policies are present, up to date and communicated to relevant parties

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Other duties commensurate with the grade of the post as required by the Headteacher, or TLLT central services.**