

School: Acklam Grange School
Salary: Grade L31 – L33 (NJC)
Post Title: School Business Manager
Responsible to: Head of School (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 across all aspects of business management 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.

MAIN DUTIES:

- To ensure effective resource management at school level and contribute to a culture of effective resource management across the Trust
- Be responsible for the school's Monthly Business Data Capture, co-ordinating responses from all aspects of school business and ensuring timely submission to the Trust central team.
- Line management responsibility for the finance team, Admin Lead, HR lead and IT lead.
- To collaborate with Trust business leaders via the SBM Network and with the Central Business Team.

RESOURCE MANAGEMENT:

To work with the Central Team to ensure effective school level resource management including:

- Annual 1 year and 5-year budget preparation (including 5 year Estates and IT Plans)
- Negotiating better deals to secure financial efficiencies across the school
- Maintain accurate, up to date and timely school-based contracts register information
- To proactively manage contracts ensuring value for money including quality of service.
- To maximise income opportunities for the school within the rules and guidelines of the Trust
- To be the point of contact with regard to grant applications, sponsorship, gifts and other donations
- To support the preparation of Business Plans for bids or projects, working with the central team when required

FINANCIAL MANAGEMENT

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

- Support the central finance team:
 - Providing accurate information and QA information in relation to routines and processes, strategic financial planning, capital spend (including additions and disposals), asset register and internal and external audits
 - Report information to Headteachers and budget holders
- Management of school financial systems, software, daily routines and staff ensuring high performance, fraud prevention and robust internal control systems

PAYROLL & HR

Responsibilities include:

To ensure Trust procedures and policy is effectively implemented across all staff

- Support the existing HR function to:
 - Maintain academy level payroll data to ensure accuracy of information processing and correct payments to staff
 - Ensure timeline submission of monthly salary claims for non-contractual payments such as; direct supply staff, lunchtime supervision, casual staff, additional hours and expenses
 - Undertake detailed monthly monitoring checks of payroll information at school level
 - Be the school contact to monitor and resolve payroll related issues with support from the central payroll function
 - Report timely information for returns (e.g. staff workforce census)
 - Support all other HR related procedures as directed by the Headteacher
 - Production of annual staff salary statements and information for annual pay review meeting
- Organisation and co-ordination of appropriate training for all support staff including statutory training
- Implement annual reviews for school support staff with support from the central HR function if required

ESTATES AND FACILITIES

To support the existing Estates function by:

- Work with the Facilities Manager to ensure a safe and welcoming environment
- 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 5-year Estates Plan
- Responsibility for monitoring the financial arrangements for external hire of school facilities.
- 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 line management of the Admin Lead to ensure effective direction and supervision of work in the School Office and accountability of high-level admin support
- Co-ordinate the implementation of an effective policy cycle ensuring all school level policies are present, up to date and communicated to relevant parties

Other duties commensurate with the grade of the post as required by the Headteacher, or TLLT Central Services.

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. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.