

The Catholic School of Saint Gregory The Great



JOB DESCRIPTION

School Business Manager

The Catholic School of St Gregory the Great 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.

Our aim is to create a workforce as diverse as the community we serve. We are committed to being an equal opportunities employer and to ensuring that everyone is treated fairly and is not subject to discrimination.

Job details

Salary: Grade 8 (pts 26-30) £32,909 - £36,298 pa pro rata

Hours: 37 hours Term time + 5 inset days + 4 weeks during holidays = 43 weeks per year.

Contract type: Full time permanent

Reporting to: Head Teacher

Responsible for: Administrative/Sites 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, 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 administrative staff, including carrying out long-term resource planning and managing safer 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
- Take all decisions in line with the vision and values of the school, and encourage others to do the same, inspiring everyone to Believe and Achieve
- Monitor developments in technology and alongside the Network Manager, consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

- As a member of the senior leadership team, attend some leadership team meetings and report to governors where appropriate

Financial management and fundraising

- In partnership with the headteacher and Chief Financial Officer (CFO), manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the executive team
- 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

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
- Manage and carry out recruitment processes in line with Keeping Children Safe in Education
- 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

Safeguarding

- Ensure all staff have had relevant safeguarding training alongside the Designated Safeguarding Lead (DSL)
- Maintain the school's Single Central Record (SCR)

Health and safety

- With the headteacher and sites manager, 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

Compliance

- Manage the school's compliance with statutory obligations, and advise others on 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
- Monitor and update the asset register

Administration

- 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 headteacher and governing body
- Have oversight of the school's data protection functions, 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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

ESSENTIAL	DESIRIBLE
Essential	Desirable
Qualifications and training	
<ul style="list-style-type: none"> • Good A Level passes or equivalent 	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline • A school business management qualification
Experience	
<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Contributing to staff development • Working with children and young people 	<ul style="list-style-type: none"> • Managing a school budget • Experience in leading a small team
Skills and knowledge	
<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of SIMs, ACCESS Finance package, Perspective Light, • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality 	<ul style="list-style-type: none"> • Understanding of the role of a Data protection officer • Experience in accounting software • Knowledge of website software • Willingness to undertake School Business Management qualification • Experience of grant funding applications • Previous use of FMS
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 • Embraces change well • Deals with difficult situations calmly and effectively • Willingness to uphold the Catholic ethos of the school. • A high level of organisational skills • Excellent inter-personal and communication skills 	<ul style="list-style-type: none"> • Evidence of continuing and relevant professional development.
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Notes:

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