

**Job Title:** School Business Manager

**Contract Details:** Salary grade EPO3 – EPO6 £46,845 - £52,256

**Responsible to:** Headteacher, Governors

**Responsible for:** School Operations Manager

Human Resources Manager

**Purpose of the post**

To provide strategic financial leadership, to ensure the best outcomes for the students of South Wirral High School within existing financial constraints and to build a sound and sustainable structure for the future. This position requires a modern approach to integrated financial curriculum planning while operating within our school ethos.

**Key Areas of Responsibility**

**Leadership**

1. To ensure, as a member of the Executive Leadership Team, that the school makes best possible use of resources through effective strategic planning
2. To ensure that the Governors and Executive Leadership Team are provided with relevant, appropriate and timely advice and recommendations to enable them to make informed decisions on strategic developments, including all aspects of school leadership and governance.
3. To compile and maintain a 3-5 year strategic financial plan to forecast income, expenditure and resources
4. To liaise with the Headteacher and Deputy Headteacher to ensure that staffing structures and curriculum models offer best value for money and effectiveness, through integrated curriculum financial planning
5. To Identify and develop further sources of revenue, including maximising lettings income and preparation of bids for national and regional funding streams
6. To assist the Headteacher in creating and maintaining the ethos, culture and vision of the school.

**Finance**

1. Ensure that all funds and managed and deployed efficiently and effectively and that all financial transactions are conducted with probity
2. To ensure that the school complies with the LA financial procedures and regulations.
3. To produce and maintain The School Financial Procedures Handbook.
4. To manage and administer the school’s delegated budget and all other sources of income using SIMs and other appropriate systems.
5. To manage and administer the School Fund account and arrange for an audit to be carried out each year.  Following the audit complete an annual return to the Charities Commission.
6. To write and present reports and analyses to the Headteacher, Governing Body and Cost Centre managers to support planning and decision-making processes as required.
7. To prepare and monitor the school budget ensuring that expenditure is effectively managed and controlled throughout the year
8. To manage and administer the purchasing, invoicing, payments and petty cash systems within the school.
9. To maintain an efficient central inventory of business for audit and insurance purposes. To ensure that all valuable equipment is security marked. To ensure that insurance is appropriate and adequate.
10. To liaise with the LA, District Auditor, Internal Audit and external agencies on matters relating to school finance. To prepare financial information for OFSTED Inspectors on financial matters.
11. To ensure that management information and data is available to colleagues as appropriate. To enable appropriate technology to be deployed and used to support all of the functions of the post.

**Personnel**

1. To manage those personnel functions carried out within the school on behalf of the Governing Body and the LA. To ensure the maintenance of appropriate records and systems to support these functions.
2. To lead the payroll process to ensure that salaries are promptly and correctly paid and support staff with any payroll or pension related queries
3. The School Business Manager will hold overall responsibility for the school staffing structure
4. To carry out appraisal of the School Operations Manager and Human Resources Manager and other support staff where necessary

**General Responsibilities**

1. To support the Headteacher to ensure that best value for money is achieved from all purchases. Value for money in this context means getting what is needed, in the correct, quantity, quality and time, and at the best possible price.
2. To carry out duties relating to Premises and Health and Safety in the absence of the School Operations Manager



1. The School Business Manager will be a member of the Executive Leadership Team of the school and may be required to support or deputise for other members of the leadership team on operational or strategic matters.

The Headteacher or School Business Manager may seek a modification of the job description at any time when it becomes necessary or desirable.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_