



Lockwood Primary School

SBM job description and person specification

<p align="center"><u>Lockwood Primary School</u></p> <p align="center">Job description form</p>

Employment details

Job title:	School Business Manager (SBM)
Reports to (job title):	<u>Headteacher</u>
Hours of work:	<u>37</u> hours per week –Whole time with Term Time only plus PD Days and 3 weeks an option.
Salary:	<u>Grade G - £32 556- £34 120 per annum</u>

Main duties/responsibilities

Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
Line Management responsibilities
Manage support staff
Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
Represent the support staff at relevant meetings
Administration
Develop and monitor management information systems

Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
Be responsible for the design and effective operation of administrative procedures
Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES
Run school Bank account and Payroll systems and be responsible for their effective operation.
Resources
Identify the need for, select and manage resources, including management of resource budget (considerable discretion from 6% to 20%)
Be responsible for the appropriate deployment of staff, including recruitment
Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statute etc.
Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
Manage procurement and be responsible for securing relevant sponsorship
Identify the need, and be responsible, for securing appropriate licences and insurance
Be responsible for devising marketing and promotion strategies for the school
Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
Develop work specifications and manage service contracts
Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
Be responsible for planning, monitoring and evaluation of budget
Be responsible for the management of expenditure from the school budget
Be responsible for the management of Health & Safety within the school
HR management
Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.

Handle staff concerns appropriately and in line with school procedures implementing any necessary actions, in conjunction with the headteacher.
Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates.
Work with payroll software, offering guidance to colleagues on this where appropriate.
Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
To assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations.
Manage the performance, of the administration and office teams. Give constructive feedback to staff, handle potentially complicated or uncomfortable situations and take the necessary actions following this.
Be a point of contact for the headteacher, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures.
Evaluate the school's strategic objectives and obtain information for workforce planning.
Help staff identify areas for CPD and organise these opportunities appropriately.
Responsibilities
Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Be aware of and support difference and ensure equal opportunities for all
Contribute to the development and implementation of the overall ethos/work/aims of the school
Develop constructive relationships and communicate with other agencies/professionals
Participate in training and other learning activities and performance development as required
Recognise own strengths and areas of expertise and use these to advise and support others
Show a duty of care and take appropriate action to comply with health and safety requirements at all time
Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have a professional qualification or degree in a relevant subject. • Have excellent literacy and numeracy skills. 	<ul style="list-style-type: none"> • Have a recognised finance management certificate. • Health and safety training. • Safer recruitment training.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working with payroll software. • Using management information systems. • Planning, monitoring and evaluation and expenditure of budgets. 	<ul style="list-style-type: none"> • Previous experience as an SBM. • Working as part of a school's SLT. • Experience of managing and implementing strategic plans and financial reporting. • Facilities management. • Recruiting for a school setting. • Working in a school setting.
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Present clearly a wide range of specialised information to both school staff and others. • Show that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail. • Problem solve and create innovative solutions. • Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. 	<ul style="list-style-type: none"> • Capacity for, and interests in, enhancing further personal development. • Experience of applying for school grants, fundraising and submitting bids. • Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team. • Show that they have a good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. • Demonstrate a proven ability to work sensitively and effectively with colleagues to

		<p>help them to improve their everyday practice.</p> <ul style="list-style-type: none"> •
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A calm and organised nature. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • A flexible approach towards working practices. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with other colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high-quality care to pupils and the school team. 	<ul style="list-style-type: none"> • Dedicated to promoting their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. •