



Lewisham Education
SYDENHAM SCHOOL
Dartmouth Road
London SE26 4RD

JOB DESCRIPTION

Title:	School Business Manager	Grade: Scale PO8
School:	Sydenham School	Section: Administration
Reports to:	Headteacher	
Hours:	35 hours per week – All Year Round	

Main purpose of role:

The School Business Manager (SBM) is responsible for managing the strategy of the business functions of Sydenham School, including Financial Management, Health and Safety, Premises, Human Resources, Compliance and Administration. To support and advise the Headteacher and Governors on key strategies, policies and decisions in these areas in support of the overarching aim of raising achievement and providing an outstanding education to the students of Sydenham School.

Ensuring that the school has in place appropriate policies and procedures to comply with all relevant laws and regulations, and to follow agreed practices contributing to a fair and open environment for staff, students and visitors.

Interpreting information and data to inform decision-making and enable rigorous planning. Support the vision, ethos and policies of the school and promote the highest levels of achievement and expectations.

Contribute to the creation and development of the School Improvement Plan and to take sole responsibility for appropriately delegated aspects of it.

Specific Responsibilities:

Financial management and fundraising

- In partnership with the Headteacher, Senior Leaders and Governors manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Lead, manage and ensure the effective and efficient operation of the Finance Department, delegating tasks to support staff responsible for financial systems and processes.
- Submit the budget to the Governing Body
- Monitor the budget all year round, advising the Headteacher and Governors where revisions or changes are needed
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure. To enable the Headteacher and Governors 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 successfully apply for grants
- Lead on income generation for the school
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- To promote and develop the community use of the site, ensuring the site is used in accordance with Health & Safety and any other regulatory requirements
- Liaise with Lewisham's CYP Finance, internal and external auditors, including responding to Audit Reports and the implementation of any Audit recommendations
- Attend meetings of the Governors' meetings and lead on the Finance and Resources Committee and offer advice and support to the Headteacher and Governors on all financial issues

Human Resources

- Work with the Headteacher and Governors in establishing priorities for developing staff and staffing structures to ensure value for money
- Strategic leadership of all support staff including staff appraisal
- Have strategic overview of all HR related matters
- Ensure that appropriate arrangements are in place to secure the effective induction of new staff
- Lead on staff mental health and well-being
- Lead on the staff retention/incentive/recruitment strategy
- Provide leadership and direction to the School's Support Staff Middle Leaders, ensuring they are appropriately line managed and chair regular meetings
- Attend Governor Meetings and offer advice and support to the Headteacher and Governors on all staffing issues
- Support the Headteacher in the appointment and deployment of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

Health and safety

- Be the school Health and Safety Officer with responsibility for health and safety and First Aid
- Be responsible for risk management including implementing emergency procedures regarding school closures
- To control and co-ordinate the emergency evacuation procedures. Arrange for regular whole-school fire drills including the recruitment, training and deployment of Fire Marshals
- Arrangements for checking of fire routes, alarms and equipment including servicing as necessary
- Update, review and develop the Disaster Plan
- Be responsible for all matters to do with insurance for the school and handling any claims that arise
- Ensure that the school has procedures in place to ensure it complies with all additional statutory requirements and any further regulations, including those relating to data protection, employment, equal opportunities and safeguarding.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the 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.

Premises

- Work with the Headteacher and Governors in establishing priorities for developing the premises of the school to ensure value for money
- Have responsibility for the oversight and management of the school site
- Work with the Headteacher to ensure the site is a stimulating learning environment for learning and teaching
- Develop a school Asset Management Plan
- Manage all capital/building projects ensuring that best value is achieved

- Be responsible for the security of the buildings and site
- Oversee the upkeep of the school minibuses
- Negotiate and oversee transport contracts
- Lead and manage Support staff responsible for premises environment, energy and sustainability

Administration

- Keep records in accordance with the School's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Lead and manage the administration function for the whole school. This will include planning, development and monitoring of administration support systems and services
- Lead and manage the Schools communications, website, signage, prospectus, rebranding, merchandise and marketing of the school with current and prospective families
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, learning and teaching and staff wellbeing
- Lead on the alumni for the school
- Develop the School's PTA
- Lead and manage Support Staff responsible for administration and communications systems and processes.

Computing and IT

- Work with the Headteacher and Governors in establishing priorities for developing the IT infrastructure and facilities including external connectivity to ensure value for money
- With the DHT responsible for ICT, manage the strategy for the provision, maintenance and support of IT applications used to manage the operations of the school
- Work with the DHT responsible for ICT to manage the strategy for the provision, maintenance and support of the IT infrastructure upon which the operational IT applications and educational services are built
- Be the identified Data Protection Officer (GDPR) – taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

Professional Development

- At all times, act professionally and responsibly, having due regard to unquestionable confidentiality, loyalty and our strong shared moral purpose
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Establish effective working relationships and act as an excellent role model through your presentation and personal and professional conduct
- Develop your own professional learning, knowledge and skills, to benefit the community and the profession
- Undertake any other additional duties as the Headteacher may reasonably deem necessary for the efficient running of the school.

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



**LONDON BOROUGH OF LEWISHAM
PERSON SPECIFICATION**

Title: School Business Manager

Grade: Scale PO8

School: Sydenham School

Section: Administration

Reports to: Headteacher

Hours: 35 hours per week – All Year Round

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Financial knowledge and acumen Recognised management/ business degree or equivalent related professional qualification. 	<ul style="list-style-type: none"> Financial accounting qualification. School Business Manager specific qualification. 	<ul style="list-style-type: none"> Certificates at selection process.
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> Member of National Association of School of Business Management or similar. 	<ul style="list-style-type: none"> Application form Selection process.
Experience	<ul style="list-style-type: none"> Financial Management experience Broad managerial experience Managing strategic financial plans Managing budgets, financial reporting, procurement and fixed assets Broad managerial experience Managing change projects Managing and leading teams Managing HR, Premises and H&S. 	<ul style="list-style-type: none"> Managing within an Educational environment Managing at a Senior level. 	<ul style="list-style-type: none"> Application form Selection process.
Knowledge and Skills	<ul style="list-style-type: none"> Organisational development understanding Able to deliver services and systems applicable for effective school management Able to deliver value for money initiatives Able to understand national and regional educational services and deliver appropriate strategies Able to strategically influence decision making within the school Able to deploy and use a range of ICT packages. 	<ul style="list-style-type: none"> Understanding of educational enterprise issues Understanding of promoting positive relationships with the wider school community Understanding of partnership working between schools e.g. joint business management/ caretaking provision Understanding of the link between resources and the quality of teaching and learning. 	<ul style="list-style-type: none"> Application form Selection process.
Personal Qualities	<ul style="list-style-type: none"> Proven leadership and communication skills 		<ul style="list-style-type: none"> Application form.

	<ul style="list-style-type: none"> • Highly developed interpersonal and communication skills including influencing skills • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Ability to work under pressure and meet deadlines • Integrity and an implicit respect of confidentiality issues • Reliable, team player • May be required with notice to attend meetings or to work outside of core working hours • Must meet the London Borough of Lewisham requirements for the post. 		<ul style="list-style-type: none"> • Selection process.
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Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policies and to ensure that it is implemented within the service area of the post.

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status, then they will be required to complete an application only if recruited to this post.

Prepared by: Allison Costello (Head of HR)

January 2023

Post Holder Name and Signature:

Line Manager Name and Signature:

Date: