



## **Great Barford Primary Academy**

### **School Business Manager**

### **Job Description**

**Responsible to:** Head Teacher

**Line Manages:** Administration Team

**Overall Purpose:**

The School Business Manager or SBM is a key role in the Academy. The SBM's responsible for overall financial management of the Academy and managing the administration team and support services to ensure a cost effective, safe, legally compliant and sustainable environment is provided for the teaching staff, pupils and visitors to the school. SBM should demonstrate professional leadership and management at all times especially in communication with staff and visitors

**Financial Management**

- Prepare a realistic and balanced budget, discuss and negotiate with budget holders and the trustees. Monitoring throughout the year, identifying variances, taking prompt action and informing Headteacher and trustees.
- Alongside the school development plan, develop with the Headteacher a financial plan.
- Reconciling the VAT monthly and submitting the claims online
- Identify additional income, grants and donations
- Present timely and full costed proposals, quotes, recommendations
- Demonstrate full compliance with all financial responsibilities.
- Responsible and oversee areas of the purchasing systems and out of school bookings/invoices.
- Lead, manage and implement the hire of the building to outside organisations.
- Responsible for provide accurate monthly accounts, reports and reconciliations of key control accounts including cashflow and bank
- Making changes to GIAS and keeping a record of the business interest forms.
- Review and update the risk register and financial handbook
- Regularly review contracts to ensure best value
- Ensure all documents are kept in a secure environment
- Advise the headteacher and trustees if fraudulent activities are suspected or uncovered



## **Human resources Management**

- Manage Payroll – ensuring starters, leavers, adjustments, overtime, sickness and absences are processed in a prompt and accurate and submitted to payroll on time. Monitoring the payroll reports each month for errors, investigating anomalies before the deadline.
- Process new starters ensuring the correct checks have been carried out, all paperwork is in place and they are on sims, have a computer login, email address and are submitted to the myview portal.
- Support the SLT in all HR issues, recruitment, appraisals, staff development, tupe, grievance, disciplinary and redundancy.
- Complete the work force census

## **Management of Resources – facility and property management**

- Review and maintain the asset register on software (Parago)
- Manage contractors on site, oversee the purchase and repairs of all fixtures and fittings. Monitor and review effectively contractual obligations of contractors
- Ensure the continuing availability of Utilities, site service, equipment and correct insurance is in place
- Alongside the headteacher, review and maintain the 5-year site improvement plan
- Annually reviewing policies alongside the headteacher, Health and safety, Data Protection, GDPR, Privacy, Charging and remissions, critical incident, fire safety, lettings and terms and conditions of wraparound care.

## **Management of Information Systems and IT**

- Liaise with our IT support company
- Liaise with our photocopier contract company
- Signpost staff to the correct people for minor IT problems
- Have an oversight of the contents of both websites
- Have an understanding of the legal and good practise requirements for school websites, updating if needed

## **Health and Safety and GDPR – Data Protection**

- To be the Health and safety co-ordinator reporting to the headteacher
- Investigate Health and safety reports, reviewing and updating H & S action plan
- Ensure all safety checks are carried out regularly and complying with the H & S policy and regulations.
- To be the Data protection office reporting to the Data Controller (Headteacher)

## **Safeguarding**

- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
- Adhere to the 'Safer working Practice for the Protection of Children and Staff in Education Settings' document
- Undertake any other duties of a similar level and responsibility as may be required
- Support the aims and values of the school.

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Great Barford Church of England Primary Academy is part of Unity Church of England Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 7563436.

