

Brill Church of England School

A Diocese of Oxford Primary Academy

The Firs, Brill, Aylesbury,
Buckinghamshire HP18 9RY
Telephone: 01844 237710
Email: headteacher@brillschool.org.uk
Headteacher: Mrs Louise White



Post title	School Business Manager (SBM)
School:	Brill C of E School
Salary and grade:	Bucks Pay between Range 6 (£32,432) and Range 7 (£37,679) pro rata (dependent on experience)
Line manager:	The Headteacher

Main purpose of the job:

The SBM is directly accountable to the Headteacher for leading the operation of the business functions of our school including financial management, human resources and financial compliance and is responsible for all matters within the management of Brill C of E School that support, but do not involve, the teaching function.

Duties and responsibilities:

Financial Management:

- Set and manage the school's budget and ensure it is balanced and realistic and represents an effective use of public funds.
 - Submit the budget to the governing board and monitor 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 in line with the SDP.
 - Manage Brill C of E School's accounting function, ensuring its efficient operation and the effectiveness of financial controls, according to the school's Financial Procedures Manual procedures, and delegating tasks to finance/office staff where appropriate. Maintain those procedures in line with the Academy Trust Handbook, best practice and regular review.
 - 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.
 - Complete month-end financial procedures to include, but not limited to, accruals, prepayments, bank & payroll reconciliations, creditor and debtor analysis, VAT return and cashflow forecasts.
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- Submit monthly management reports to the Headteacher and governors and attend termly Governor Resource Committee meetings.
- Oversee Brill C of E School insurance arrangements.
- Maintain Brill C of E School's asset register.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, evaluating suppliers, negotiating deals and ensuring value for money.
- Collaborate with the Premises Manager regarding facilities upkeep and management.
- Manage the school's lettings.

Human Resources:

- Manage, maintain and monitor confidential personnel records, payroll & pension.
- Advise & monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers.

Financial compliance:

- Comply with financial reporting requirements and submit statutory returns in line with ESFA/DfE requirements.
- Be responsible for providing all relevant documentation and evidence as required, for the annual audit.
- Support Governors in the annual SRMSA return or any such similar audit/return and keep them fully involved and briefed in all aspects of the SBM role.
- Remain up-to-date with regard to financial regulations and arrangements and advise the Headteacher and Governors of all relevant changes.

Fulfil wider professional responsibilities:

- Work collaboratively with others to develop effective professional relationships.
 - Communicate and co-operate with relevant external bodies.
 - Make a positive contribution to the wider life and ethos of the school.
 - To have professional regard for (and make a positive contribution to) the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
 - Perform any reasonable duties as requested by the Headteacher.
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Note: This Job Description sets out the duties of the post at the time it was drawn up. The Headteacher may vary duties from time to time without changing their general character or the level of responsibility entailed. The law requires this position to have an enhanced Disclosure and Barring check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.
