



## **Elmgrove Primary School and Nursery**

### **School Business Manager**

Start date: July 2023  
Hours: 8.00am – 4.00pm (flexibility can be offered)  
Contract type: Permanent, 52 weeks  
Reporting to: Headteacher

Salary Range: GO11 £46,413- £49,425

**with an additional recruitment and retention allowance negotiable depending on experience**

### **Main purpose**

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

We are looking for a School Business Manager who, under direction from the headteacher, will lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals. The successful candidate will be a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

Elmgrove Primary School and Nursery inspires and nurtures lifelong learners with the belief that all pupils can be successful as they move onto the next stage of their lives. This is a newly built, well-resourced school and we pride ourselves on our kind and caring environment in the vibrant and diverse borough of Harrow, with around 800 pupils. We are additionally resourced for pupils with a physical disability.

### **Financial Management**

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget to the governing board.
- Monitor the budget 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.
- 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 apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the school's lettings offer.

- Responsibility for the effective and efficient management of the finance & HR assistant, the PA to the headteacher and delegating tasks to them where appropriate

#### **Human Resources**

- Manage the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

#### **Health and safety**

- With the headteacher and premises team, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school.
- Organise health and safety training for staff.

#### **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.

#### **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

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.

We are looking for applicants:

- With a proven track record in finance and administration.
- Who see the vision and values of the school as a good fit for their professional work.
- Looking for a challenge and seeking to progress their career through professional development.
- Who are innovative and open to new ideas and initiatives.
- Who will strive for excellence and work towards the best possible outcomes for the children and for the school.
- With a business management or other relevant professional qualification.
- Who will be committed to the welfare, wellbeing and education of all the children within our school.

We can offer:

- The challenge, excitement and rewards of developing and further improving our school whilst inspiring and nurturing lifelong learners.
- The opportunity to work with a creative, strong and dedicated team in a brand new building.
- A broad range of responsibilities.
- A committed and supportive governing body.

**Elmgrove Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced Disclosure and Barring Service Clearance check.**

Visits to the school are warmly welcomed.

Please ring 020 8909 2992 to make an appointment. Further details and an application form can be downloaded from our website: [www.elmgrove.harrow.sch.uk](http://www.elmgrove.harrow.sch.uk).

Completed applications should be emailed to [applications@elmgrove.harrow.sch.uk](mailto:applications@elmgrove.harrow.sch.uk)

Elmgrove is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Closing date: 12pm, Tuesday 16<sup>th</sup> May 2023

Interviews: Monday 22<sup>nd</sup> May 2023