

RESPONSIBILITIES AND DUTIES OF SBM POST

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Summary of the main purpose of the job:

To play a critical role in the financial, business and human resources management of the school and in providing support services for the teaching, pastoral and general welfare of the school.

To be responsible to the *Governing Body* for the financial affairs and business management of the school, and directly to the Headteacher for the day to-day running of the administration and support services of the school. He/she is accountable for the responsibilities and duties listed below.

The SBM shares with the Headteacher responsibility for marketing the school and liaising with Local Authorities to seek and manage the process of pupil referrals.

As a member of the senior management team, to make a major contribution to the strategic management and development of the school.

The General Responsibilities of the SBM are:

Within the general policy and financial limits approved by the *Governors*, to be responsible to the *Governing Body* for the financial and business administration of the school, including the maintenance of buildings and grounds, domestic cleaning and catering functions.

To assist and support the Headteacher with his responsibilities for the day-to-day management of the school.

In due course to take over responsibility as Clerk to the *Governors*, servicing the *Governing Body* and its committees. The salary to be paid on appointment covers the duties of Clerk to the *Governors*, although this role may not be undertaken immediately

To provide advice to the *Governors* and the Headteacher on aspects of the law that affect the school's business.

To work in close co-operation with the Chairman of *Governors* and the Headteacher, keeping the *Governing Body* and the Headteacher fully informed of the discharge of their responsibilities submitting such reports, agenda papers and information as the Board requires. To attend all *Governors* meetings and relevant committee meetings.

To be responsible for the health and safety of the school and for the security of the school's property on a day-to-day basis. To work closely with the Head Teacher to ensure the safety of the pupils.

The SBM has responsibility for:

Financial and Business Management

Advising on general financial policy within the school.

Preparing annual estimates of income and expenditure, to include the preparation of departmental budgets within the school, in consultation with the Headteacher and senior management team

Provide the *Governing Body* with the information necessary so that they may establish annual expenditure and proposed fee increases

Monitoring income and expenditure in relation to budget and presenting regular management reports to the *Governing Body*

Keeping the accounts of the school and preparing Statements of Financial Activity and Balance sheets in accordance with the *Charity Commissioners'* Statement of Recommended Practice

Maintaining cash flow projections for current and future years

Negotiating and drawing up contracts with Local Authorities for pupil placements.

Working with the Headteacher in marketing the school

Working with the Headteacher in liaising with Local Authorities and their commissioning officers regarding fee structures and other matters
Preparing pupils' invoices and collecting all fees and additional charges
Payment of salaries, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind
Administering pension schemes for teaching and non-teaching staff
Scrutinising and passing for payment all invoices for goods/services used within the school
Preparing financial appraisals of, and organising, appeals for particular projects (in conjunction with a professional fund-raiser)
Advising on taxation matters generally and ensuring compliance with regulations for VAT
Advising on the financial implications of changes to current legislation and of the charitable status of the school
Dealing with the school's tax and rating assessments
Advising the Headteacher on the appropriate teaching salaries, referring to previous employers as necessary
Advising the Clerk to the Governors in completing the annual financial returns to Companies House and the Charity Commission

General Management and Administration

To assist the Clerk to the Governors, Committee Chairman and Headteacher in the preparation and circulation of agendas and meeting arrangements.
Briefing new Governors on business aspects of the school
Within the framework agreed by the Governing Body and, in conjunction with the Headteacher and the Senior Management Team, contribute to the formulation of the school's Improvement Plan and the policies needed for its implementation
Implement statutory regulations to comply with employment legislation, seeking advice when necessary from the school's solicitors
As Health & Safety Officer, formulate, monitor and implement the school's policy to comply with the requirements of health and safety legislation
Lead, motivate, counsel, deploy and, where appropriate, discipline all non-teaching staff who are accountable to the SBM
In conjunction with the Headteacher, to be responsible for the appointment of domestic staff.
Assist Governors in negotiating the annual review of school's insurance
Buy - either directly or indirectly - commodities for consumption or use
Negotiate contracts for the supply of energy
Responsible for school's management information systems
In conjunction with the Headteacher, liaise with the DCSF and be responsible for the records and returns required
Maintaining contact with the relevant Statutory Authorities and with other organisations

School Buildings and Grounds

Oversee the maintenance of the school buildings and prepare maintenance schedules for services, equipment and the general fabric including decoration.
Take responsibility for the security and safety of school buildings, including the installation and maintenance of equipment for protection against and escape from fire.
Obtain competitive quotations for refurbishment work.
In association with the school architects, prepare outline specifications for any new buildings or major refurbishment projects; obtain planning permissions and tenders for the works. Oversee all building works
Upkeep of school grounds and boundaries

Domestic and Housekeeping

The SBM has overall responsibility for catering, housekeeping, general cleaning and domestic matters throughout the school. The Governors place considerable emphasis on high quality in these areas.