

# CONTENTS OVERVIEW

## Practical Tools to Support Professional School Business Managers



### CD-ROM CONTENTS

Organised for easy reference according to the key areas of responsibility, our documents provide comprehensive support to school business managers (SBM). All documents can be adapted, saved or printed off.

#### The role of the SBM

- **Template job descriptions and adverts:** School Business Manager
- **Checklists:** SBM tasks and areas of responsibility; Certificate of School Business Management; Diploma of School Business Management; Advanced Diploma of School Business Management
- **PowerPoint training:** Developing leadership skills

#### Strategic Leadership and School improvement

- **Checklists:** School improvement planning; Contributing to school development plans (SDPs); Implementing SDPs; Linking the school financial plan and SDP; VFM and the SDP; self-evaluation; the inspection cycle; collecting and analysing data
- **Diagrams:** School improvement planning; The inspection cycle; How to self-evaluate; Data for learning

#### Financial management and FMSiS made simple

- **Checklist:** Evaluating services for value
- **Template policy:** Procurement procedures and VFM
- **Template spreadsheets:** Income generation; Budgeting; Bookkeeping; Asset management
- **Diagram:** What is FMSiS?

#### HR management

- **Checklists:** Recruitment; Clearance of new staff
- Diagram:** Recruitment flowchart

#### Facilities/estate management

- **Checklists:** maintenance schedules; Handling bookings; Reporting to Governors

#### Risk management

- **Template policies:** Health and safety; Disaster recovery plan; First aid; Fire equipment and practices; Security; Emergency procedures

#### COMPANION HANDBOOK CONTENTS

The companion handbook includes guidance on the law and good practice, including:

- Every Child Matters
- FMSiS
- Models of working for SBMs
- Career development and qualifications
- School improvement planning
- Inspection cycle
- Self-evaluation
- Managing partnerships with other schools, the local authority, local services and for extended services
- Data for learning
- Online reporting
- Income generation
- Payroll
- Pensions
- Budgeting
- Bookkeeping
- Asset management
- School status
- Marketing and communications
- ... and much more.

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