



JOB DESCRIPTION FOR SCHOOL BUSINESS MANAGER

PRIORY WOODS SCHOOL AND ARTS COLLEGE

Purpose of the post

As a member of the school senior leadership team, to provide specialist advice and guidance to the head teacher and governing board to support the strategic direction of the school as well as the day to day management of the budget. To provide a strategic vision for all aspects of the budget, HR, ICT and administration.

To lead and manage a team of non-class based colleagues; administration team, ICT technician, pool attendant and site supervisor.

Duties and Responsibilities.

Strategic role.

The School Business Manager is responsible to the Head Teacher and is a member of the Senior Leadership Team.

- To provide the financial advice to the Head Teacher in relation to strategic school improvement planning to ensure that resources are well managed and targeted to support the best outcomes for pupils.
- To maintain and update a five year development plan
- To ensure that the school meets and maintains the Financial Management Standards
- To lead, operate, maintain and develop the financial procedures of the school in cooperation of the SLT and the Governing Board, ensuring the legal and safety requirements with regard to people, property and function are maintained.
- To report to the Finance and Resources committee and the Full Governing Board to support planning and inform actions.
- Makes a significant contribution to the long term planning for the school, in particular in relation to development of premises, considering all of the finance and resource implications
- To generate and coordinate new income streams which are supportive of the ethos of the school and to work with SLT in coordinating their use
- To be responsible for HR processes and management
- To be the line manager with responsibility for the training and development of admin staff, ICT technician, site supervisor and pool attendant, ensuring a high performing team which is responsible for and anticipates the needs of the school, providing timely and effective support
- To be responsible for effective risk management in relation to Health and Safety, safeguarding, the management of third party contracts.
- To play a key role in writing the school Emergency Plans.
- To work collaboratively with colleagues in other schools or academies and with the Local Authority to support the best outcomes for children and young people.
- To coordinate the school's premises strategy, directing and overseeing new buildings to ensure the best learning environment for pupils.
- To ensure the school's management information systems meet the needs of school
- To deputise for the HT as required in relevant fields of expertise.

Finance and Business



- To provide advice and implement resulting financial decisions of the HT, Governing Board and SLT
- To be responsible, with the HT, for the school budget, by reviewing and assessing school priorities, forecasting, distributing and monitoring the budget as well as providing financial advice.
- To take delegated responsibility for financial decisions following appropriate discussions with the HT.
- To provide comprehensive management and guidance to the HT for the effective development and control of the school's financial growth, income generation and contract coordination.
- To provide information analysis to support school planning and improvement
- To be responsible for budget monitoring, preparing final accounts
- To use financial information and benchmarking tools to identify areas of relative spending, assess trends and advise accordingly
- To ensure the correct financial controls and procedures are in place
- To present strategic financial reports to the Finance and Resources committee. Work with the HT to present the school's delegated budget for approval by the Governing Board.
- Attend meetings as a member of SLT
- To lead the school's income generation, including identifying new funding streams and writing bids to secure additional funding to support the strategic planning of the school.
- To be responsible for the financial management of new projects
- To employ external auditors and other external organisations to ensure school meets all statutory and legal requirements around information and financial management.
- To lead any project management in school
- To seek and obtain agreement of budgets with staff responsible for delegated budgets and support staff with procedures which enable them to monitor the budgets. To prepare regular financial reports and updates for these budget holders.
- To monitor all accounting procedures and resolve any problems by
 1. Ordering, processing and payment of goods and services provided to school
 2. The operation of all bank accounts ensuring full reconciliation is undertaken at least once a month
 3. Maintaining an assets register
 4. Preparation of invoices and collection of fees and other dues
 5. Maintenance of register of pecuniary interests
- Liaise with internal auditors and implement recommendations
- To liaise with Outwood at Ormesby in relation to the management of shared service contracts

Whole School Administration

- To contribute to reviewing new technologies to ensure school has innovative technology and systems to enhance teaching and learning
- To be the line manager for the IT technician
- To manage the efficient and effective running of the general office as one of the school's main points of contact, as well as the centre of administration.
- Ensure inventories of equipment and stock are maintained, all statutory and statistical returns are completed as appropriate and the efficient running of the IT systems.
- To liaise as required with feeder establishments and destinations for leavers
- To manage admin functions including reprographics, records and telephones, reviewing contracts and ensuring best value



- To arrange insurance cover for many aspects of school, including visits beyond Middlesbrough, sickness cover etc

Human Resource Management

- To undertake Safer Recruitment training and to be responsible for general personnel matters, the management of recruitment and the safeguarding elements of this.
- To provide effective line management for office staff, IT technician, site manager and pool attendant, including recruitment, appointment, induction and appraisal to create a high performing team who understands their role in the school effectiveness and structure. To offer appropriate CPD to support their professional development.
- To monitor and evaluate clerical posts
- To deal with day to day staffing issues, liaising with senior leaders around the management of absence and the deployment of supply staff.
- To be responsible for planning, development, design and management of support services and whole school systems, procedures and policies related to people management.
- To be responsible, in consultation with the HT, for on going review of staffing structures
- To manage responsibility for all support staff, including recruitment, induction, appraisal, attendance and CPD.
- Highlight your own training needs to continue to develop skills and knowledge
- Ensure HR policies are developed to and implemented to meet legislative and organisational requirements.
- Liaise with HR provider for advice in managing absence, maintain appropriate records, follow absence processes including meeting with staff and following all procedures to support better attendance.
- To oversee and monitor contracts, hours etc of all staff in school and advise the HT accordingly
- To ensure all staff returns are sent to the appropriate body and other stakeholders in a timely manner to enable an efficient payroll function.

Premises, Health and Safety

- Will manage major building projects, e.g. new development including the development of work specifications and serviced contracts
- To support the HT in responsibility for the school site and buildings, maintenance, development and efficient use, including lettings for income generation
- Take delegated responsibility for premises decisions after appropriate discussions with the HT
- To identify aspects of the premises which require refurbishment or improvement
- To negotiate, manage and monitor all contracts, manage budgets and deal with premises issues. This includes working closely with Outwood Ormesby in relation to shared contracts.
- To ensure all areas of the school (both sites) conform to current health and safety legislation
- To ensure school identifies, assesses and manages risks in line with statutory requirements
- To formulate, implement and monitor the school's Health and Safety policy to comply with the requirements of current legislation



- To have oversight of site staff, including site manager and cleaners employed by outside agency, whilst on school premises
- To monitor the grounds maintenance contracts to ensure efficiency and best value, preparing documents for any necessary renewal or change of contract.
- To manage and control all insurance records
- To write and update the risk register

Other

- Establish good relationships and communicate effectively with all staff, pupils, contractors and external partners.
- To ensure effective communication with all support staff, holding regular team meetings
- Develop networking relationships with public, private and voluntary sectors to build effective learning communities and sharing of good practice.
- To be innovative and creative to promote change
- Contribute to the school's overall development as a member of SLT to ensure the team operates on the basis of shared and collective responsibility and to provide a united and coherent leadership and management for the school
- To take a lead role in the PTA
- To undertake other duties which may arise, in consultation with the HT.
- To update first aid as required.
