

## **WNA SCHOOL BUSINESS MANAGER**

Responsible to: Headteacher

Responsible for: Administration, Support Staff, Caretaking, Catering and Contractors

- 

### **Job Purpose and Scope**

The (SBM) holds a key post of responsibility within the school. Reporting directly to the Head teacher, the SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute to the continuous improvement of the School's services. This will include: -

- The promotion of the school aims, objectives and ethos
- The management of a comprehensive administrative support service in line with Governing Body policies
- Establishing good working relationships with all stake holders and external agencies
- Responsibility for Administration, Human Resource Management and Pupil Recruitment
- Responsibility for Property Management and Health & Safety

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

### **Duties and Responsibilities**

#### **Operational**

In liaison with the headteacher, the postholder will:-

1. Monitor the development and implementation of quality procedures and systems throughout the school
2. Contribute to the school development plan where appropriate
3. Manage a range of activities within various areas of the school including: Catering, Cleaning, Human Resource Management and Administration
4. Work closely and in effective partnership with DfE and EFA
5. To ensure effective safeguarding by maintaining staff files and SCR
6. Manage marketing, publicity and communications to enhance the school's reputation
7. Generate income to enable and further the school's aims improvement.

#### **Human Resource Management**

8. To have an overview of all personnel matters including staff contracts prior to Issue
9. To give advice to headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs
10. To maintain confidential staff records and to ensure that staff records held by others in the school are kept confidential
11. To ensure that the personnel database within school is accurate, and to check actual salaries against 'committed' on a monthly basis to ensure correct payments are being made to staff
12. To investigate and deal with any discrepancies. To clear outstanding commitments from the system on a monthly basis to ensure adequate financial reporting
13. Authorising forms relating to personnel details e.g. 'additional hours' claims, supply and other timesheets, before they are submitted for action to payroll
14. Ensuring employees are paid correctly and on time. Reconciling claims at month end
15. To authorise and arrange supply cover

16. Manage staff appointments, induction and training
17. Line management of support staff, including appraisals
18. To provide leadership and guidance within the admin, catering and cleaning teams. To ensure the smooth running of the administrative team and be responsible for the work standards of staff
19. To identify appropriate training courses for the teams and advise the relevant staff.

#### **Estate Management including Caretaking and Cleaning**

20. Line management of staff, including appraisals and the day to day monitoring of work
21. To liaise with the headteacher, caretaker and Governors with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property
22. Designated member of staff for Health and Safety
23. To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors
24. To discuss with the caretaker and headteacher all matters relating to fire risk assessment and fire procedures
25. To be responsible for the letting of the school premises in line with school policies to outside organisations
26. To meet regularly with the caretaker to discuss all premises issues, and to deal with matters arising from those meetings as appropriate
27. Agree a programme for cleaning and minor repairs by the caretaker during holiday periods
28. Agree a long term strategic plan of premises issues with the caretaker
29. To authorise minor repairs within the guidelines of the finance policy
30. To prioritise and agree with the headteacher, and Governors where appropriate, all issues relating to non-minor building improvements/repairs
31. To liaise with contractors, working within financial regulations and overseeing all building projects to their satisfactory conclusion
32. Maintain the asbestos register, ensuring all contractors to the school are aware of its contents
33. Ensure that checks are carried out on a regular basis for PAT testing and legionella.

#### **Catering**

34. Line management of staff, including appraisals
35. Write and continue to implement the business plan for the catering centre of the school, to include:
  - Maintain a medium term plan for the catering department
  - Monitor the cost of providing meals, including provisions, energy and staffing,
  - To establish the continued viability of the department. These costings form the basis on which to set meal prices.
  - Determine staffing levels based on number of meals provided
  - Ensure that the quality of the meals provided is maintained and meets minimum standards.

#### **Administration**

36. Line management of staff, including appraisals
37. Responsible for the efficient and effective running of the school administrative support services including:
  - Manage the administrative function including administrative ICT facilities, records and telephones
  - To be responsible for the systems and general management of the schools administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record system
  - To ensure that all upgrades are installed and completed satisfactorily
38. To deal with admissions to the school, liaising with parents and the LA Admissions Team
39. Responsibility for the completion of the School Census
40. Development of school publications and communications e.g. prospectus, newsletter, staff handbook in consultation with the headteacher.

#### **Appraisal**

- Appraisals, for up to 10 staff including Admin, Mealtime staff, Wrap Around Care staff, Caretaking and Cleaning staff, Kitchen staff and Technical staff.

### **Creativity and Innovation**

- Member of Senior Leadership Team
- Negotiate annual property management contract with supplier and hold evaluation meetings on a regular basis
- Negotiate contracts e.g. photocopier
- Induction for staff, organise staff training, staff timetabling, appraisals, pay progression, notification of threshold dates for teaching staff, ensuring staff vacancies are advertised at correct pay rate
- Ensure IT upgrades are made and inform staff of software changes and initiate training, as required
- Track absence amongst certain groups of children and meet with parents to encourage attendance
- Report and meet regularly with Family Link Worker (FLW).

### **Levels of Responsibility:**

- Assessing situations and devising a way forward when care and planning is required to avert an undesirable outcome; there is some authority to decide what services are provided
- Responsibility for procurement of goods and services
- Sole responsibility for purchases of goods and services up to £1000. Making recommendations to headteacher and Governors on procurement above this amount
- There is freedom to act in a large area of the work, for which the Postholder holds responsibility, without the need to seek ratification or advice. Active decision making and negotiation is required to ensure smooth and effective service provision
- Review the admin systems and use organisational strategies to reorganise allocation of duties when it is necessary to do so
- Ensure software is updated when required, and all staff are informed of any changes in software. Ensure training is undertaken by those who will use any new software
- Review staffing levels and make recommendations regarding appointments, taking into account financial planning and capacity projections.

### **Effects of Decisions:**

Decisions made are significant and will affect the operation of the school and will affect staff, children and parents. Decisions could include review of systems, may change the way in which people work or the way in which a service is delivered or what services are provided.

These decisions could affect individuals internally or externally. Decisions are aimed at improving existing systems. It is important to implement appropriate and efficient deployment of staff in admin, educational support and catering staff. When distributing duties, best financial value, efficiency and staff welfare must all be taken into account.

### **Resources:**

- Accountable for the accurate handling/security of cash and cheques, including petty
- Registered key holder, no: 3 on call out rota after the Caretaker and headteacher. A contact out of normal hours. Telephone contact for staff/others to report water leaks etc out of normal hours.
- Liaise with cleaners out of normal hours
- Responsible for lettings
- Responsible for administration system, server (network) access and security
- Software installation/maintenance. Manipulation and presentation of data including finance, personnel, student records, administration documents (not assessment)
- Plant and equipment - As the designated member of staff for Health and Safety:-responsible for making sure the maintenance tools and equipment e.g. ladders, are kept safe and are annually risk assessed and monitored for condition to ensure the operators' safety and security.

### **Work Demands:**

- A requirement to manage several ongoing tasks at the same time, whilst dealing with interruptions caused by personnel queries and last minute supply cover for changing events and circumstances
- Requires a flexible approach in order to maintain admin, catering and curriculum activities

- Planning workload and tasks, both personal and across the support team in response to changes, both short and long term
- Daily programme is frequently subject to change, due to unscheduled and unforeseen events
- The work programmes is subject to constant change, and this is an ongoing feature of the work with often considerable upheaval on work patterns, at least on a daily basis
- Deadlines are often imposed by a particular set of data/information required for official purposes e.g. School Census, Budget monitoring return, payment deadlines, personnel forms
- Reports to Governors in time for distribution prior to meetings
- Accountable for time management to set own and admin team deadlines
- Deadlines for Health and Safety audits, and completion of repair works and maintenance.

### **Physical Demands**

Physical effort will include sitting and standing during normal office duties such as filing and use of information technology. On rare occasions, emergency cleaning duties or support in outside learning.

### **Working Conditions:**

- Mainly indoors (95%)
- Outdoors for checking on health and safety issues, site management and maintenance requirements (5%).

### **Work Context:**

- Mainly office based, open door policy operated. First port of call for many parents with an array of needs. Have undertaken parent liaison training to meet demand Frequently meet with prospective parents regarding admission to the school
- Frequently address issues with parents.

### **Knowledge and Skills:**

- Qualified as a SBM through the NCSL and working towards the DSBM (or keen to do so)
- HNC or degree
- Detailed knowledge of Child Protection, Workforce Development
- Detailed knowledge and understanding of legislation, policies and procedures that may impact on the school. This will include knowledge of School Policies, Financial Management Handbook, Tendering process, Health and Safety (having completed a course), Government Nutritional Standards, personnel issues
- Detailed knowledge of software systems.
- Mandatory training for premises managers in Legionella, Asbestosis, CDM and Fire Safety and Awareness
- Understanding of the school's requirements and how these can be met with regard to administrative systems and procedures
- Use tact and diplomacy to manage staff and deal with personnel issues.
- Specific skills in communication (verbal and written), management, IT, project management, procurement, negotiation, decision making
- Highly proficient skills in the following areas: -
  - Communication, both verbal and written
  - Use of IT including Excel, Word, Publisher
  - Project Management
  - Statistical Analysis
  - Business Planning.