

School Business Manager – Job Description

ADMINISTRATION & ORGANISATION

LEVEL 9 Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of school's management team.

TASKS

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities
- Manage support staff
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Represent the support staff at relevant meetings

Administration

- Develop and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SMT, the Governing Body, Trustees and outside agencies e.g. DfES, EFSA
- Commission appropriate Payroll systems and be responsible for their effective operation

Resources

- Identify the need for, select and manage resources, including management of resource budget
- Be responsible for the appropriate deployment of staff, including recruitment
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body/Trustboard etc. on national and local guidelines/policy/statute etc
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for securing relevant sponsorship
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Develop work specifications and manage service contracts
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure from the school budget
- Be responsible for the management of Health & Safety within the school

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

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| Experience | <ul style="list-style-type: none"> • Several years' experience working in a business environment at a management level |
| Qualifications | <ul style="list-style-type: none"> • NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline • Excellent numeracy/literacy skills |
| Knowledge/Skills | <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Ability to interpret advice/statute and to devise policy/practice in the light of these • Ability to management a multi-disciplinary team effectively • Ability to relate well to children and adults • Ability to persuade, motivate, negotiate and influence • Ability to self-evaluate learning needs and actively seek learning opportunities |

School Business Manager Person Specification

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| Job title: | | School Business Manager Level 9 |
| | | Bankfields Primary School |
| | Essential Criteria | Desirable Criteria. |
| Qualifications | <ul style="list-style-type: none"> Completed a recognised Business Management of qualification Foundation Degree / NVQ 4 or equivalent in Administration, Finance, Business or related field Excellent numeracy, literacy and IT skills | <ul style="list-style-type: none"> A Level maths or English or equivalent |
| Professional Experience | <ul style="list-style-type: none"> Experience of financial management and budget monitoring systems, managing large, varied and complex budgets effectively Experience of working strategically with excellent problem solving skills Experience of policy/procedure development and implementation Experience of management in either Health and Safety, Human Resources, Marketing, Business and Administration Experience and working knowledge of marketing, sponsorship and promotion activities Knowledge of data protection requirements and understanding of confidentiality Previous supervisory responsibility including managing the performance management of other staff Knowledge of safeguarding | <ul style="list-style-type: none"> Experience of working in a 'bank account school' Experience of Press and publicity A good knowledge of current legislation and policy within the context of schools/education Experience of premises management Minimum of 3 years' experience working in an Educational setting |
| Skills / attributes | <ul style="list-style-type: none"> Outstanding practitioner with a commitment to upholding the ethos and aims of the school Ability to show sensitivity and objectivity when dealing with confidential issues Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date A proven track record in developing, leading, managing and motivating an effective school support team Ability to communicate both orally and in writing to a wide range of audiences, creating clear, concise and accurate reports Ability to create an attractive, tidy, stimulating and safe environment Ability to abide by school policies and procedures Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, Governors, staff and outside agencies Ability to solve problems, and consider a range of options to find the best solution. Ability to work accurately under pressure in a busy environment Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm | |
| Personal Qualities | <ul style="list-style-type: none"> Reliable and punctual The ability to establish and develop close positive relationships throughout the school and with children, parents, governors, the community and external contractors Warm and approachable manner with good interpersonal skills | |

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| | <ul style="list-style-type: none"> • Sets high standards and expectations for self and others. <p>Flexible attitude to work including;</p> <ul style="list-style-type: none"> • working hours, • a willingness to step down and be hands on as the demands of the job require, and engage with children and parents. • demands and changes in the role • willingness to be involved in the wider life of school • Ability to think strategically and creatively • To be a team player with a commitment and loyalty to the school • Excellent communication skills • Ability to be flexible, supportive and positive • Have an energetic and solution focused approach • Willingness to attend evening meetings • Resilient and positive even when faced with challenges • Ability to maintain the highest level of professionalism at all times | |
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This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Disclosure and Barring Service fully enhanced check.