

Job Description

Post Title:	School Business Manager
Responsible for:	Admin Team, Site Team, Lunchtime Team
Responsible to:	Head teacher
Salary:	Grade 9 37 hours (term time only)

Job Purpose

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

The School Business Manager will:

- Be a member of the school leadership team
- Be a support and advisor to the Head teacher, Senior Team and Governing Body
- Be responsible for business and financial management of school resources
- Manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures
- Manage administration and site staff and lunchtime staff
- Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school
- Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
- Manage the administration of human resources
- Manage the procurement process, including securing appropriate service contracts, licences and insurance.
- To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- Act as the GDPR Specific Point of Contact
- Be responsible for Health & Safety and Risk Management of the school.

Levels of Responsibility

- Make daily, direct operational decisions with no recourse to line manager.
- Make strategic decisions in relation to all support functions.
- Project Manage site development schemes.
- Manage change within the support functions of the school.
- Implementation, monitoring and evaluation of systems, procedures and practices.
- Management of budget setting, monitoring and reporting

- Advise the Head teacher on necessary changes and support the strategic direction of the school.
- Maximise school funds through seeking out additional funding streams.
- Responsible for strategic development of facilities and capital programmes.
- Write/review policies: - Emergency Continuity Plan, all finance related policies, all personnel policies and Health & Safety. Ensure all legal requirements are included and met and make recommendations to Governors where necessary.
- Carry out actions identified on the School Development Plan and contribute to School Self Evaluation procedures.

Leadership & Strategy

The School Business Manager will:

- Actively model and promote the values and ethos of the school.
- Where appropriate, attend Leadership Team meetings providing strategic direction for a wide range of diverse functions in relation to the School's non - teaching functions which include: Administration, Finance, Personnel, Catering and Premises.
- Where appropriate, attend full Governing Body and appropriate Governors' sub-committee meetings reporting on all aspects of Finance, Site, HR, Premises and Risk issues.
- Ensure standards of safeguarding are maintained from a procedural perspective including the maintenance of the single central record, school security and ensuring admin staff fulfil duties.
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the school development/strategic plan.
- To provide strategic advice, guidance and support to Head teacher & Governing Body.
- To line manage office and premises staff to create a high performing team that is responsible for providing timely and effective school support.
- To work in a busy school based environment, demonstrating the flexibility and creativity to cope with a range of different situations.
- Carry out any other delegated activities from the Senior Leadership Team to support the effective organisation of the school.

Financial Resource Management

The School Business Manager will:

- Evaluate information and consult with the Headteacher and Governors to prepare, submit and agree a realistic and balanced budget for school activity.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Be responsible for ensuring that specific and appropriate financial information, including additional funding streams such as Pupil Premium, SEND, Sports Funding etc. is provided to the Head teacher and Governors, in a timely manner.

- Be responsible for supporting Governors in completing and submitting the annual Schools Financial Values Standard (SFVS) to deadline.
- Be responsible for leading on internal audits.
- Identify and inform the Head teacher and Governors of the causes of significant budget variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Prepare financial reports for the Head teacher and Governors, presenting them to relevant governor committees, ensuring they are timely, comprehensive and accurate, and that enable the school to plan and take appropriate management action.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Develop the school's ability to generate further income, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
- Present timely and fully costed proposals, recommendations or bids.
- Play a significant role in any project management undertaken at the school.
- Seek and make use of specialist financial expertise, preparing for LA finance officer visits, and internal audits.
- Maximise income through lettings and other activities, including additional income revenue and funding sources.

Administration Management

The School Business Manager will:

- Manage the whole school administrative function and lead all admin support staff.
- Ensure efficient and effective strategies for successful communication of information to all stakeholders.
- Define responsibilities, information and support for staff and other stakeholders .
- Manage the administration of all personnel procedures.
- Manage effective induction, appraisal, training & mentoring, for administrative and premises staff.
- Ensure the efficient running of SIMS and other IT packages to meet reporting requirements across the school.
- Liaise with outside agencies, companies and providers including supply agencies.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.

Human Resource Management

The School Business Manager will:

- Support the leadership team in the recruitment, performance management, appraisal and development for non teaching staff.
- Ensure all HR checks/pre-employment checks are complete.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Facility & Property Management

The School Business Manager will:

- Ensure that the school buildings and grounds are maintained to a high standard of presentation in keeping with the vision and aims of the school and that these provide the best possible environment for teaching and learning.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided .
- Line manage the work of the site staff to ensure that the day to day safety and presentation are maintained.
- Direct the work of the site staff in the planning and implementation of new capital projects on site.
- Produce premises reports that are timely, comprehensive and accurate.
- Ensure that business continuity plans are current and up to date so that the school is adequately prepared for a speedy recovery of normal operations.
- Manage the evaluation and preparation of long-term development/ refurbishment plans for the school premises.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Make available detailed costings and prioritisation lists to enable the school to plan for future development improvements, both within the Asset Management Plan and within budget constraints.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Maximise the use of the school premises both by school and outside groups.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

Health & Safety

The School Business Manager will:

- Act as the school's Health & Safety Coordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

Leading and Managing Staff

The School Business Manager will:

- Be the performance management team leader for all administrative and premises staff.
- Promote the strategic and effective management of administrative and premises staff, identifying training as appropriate and within agreed budgets.
- Support the Head teacher in ensuring clear lines of communication at all levels in order to maintain and enhance effective working relationships among all members of the school community.
- Manage administrative support staff and ensure effective procedures are implemented to maximise the efficient maintenance of all pupil records and data

The list of duties is illustrative of the general nature and level of responsibilities of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.