



## Job Description: School Business Manager Grade I

Post Holder:	
Hours:	37 hours term time only + 2 weeks
Salary Scale:	Grade I Range: points SCP 28-31 (32,234-34,728)
Qualifications:	CSBM or equivalent
To whom responsible:	Headteacher
Staff for whom responsible:	Caretaker; Administrative Staff

### 1. Strategic Leadership and Management

#### Resources

- 1.1 Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- 1.2 Produce timely and fully costed proposals, ensuring they are sustainable through long-term (three-year) financial plans.
- 1.3 Ensure an effective link between the school financial plan and the school improvement plan – necessary to achieving the Schools Financial Value Standard (SFVS) and sustainable school improvement.
- 1.4 Understand the implications of government policies and educational trends and developments.
- 1.5 Plan for and implement new initiatives.

#### Management

- 1.6 Provide strategic support to the Head Teacher and Governing Body on all aspects of school business management.
- 1.7 Manage the disciplines of finance, human resources, health& safety, ICT, GDPR, estate management, whole-school administration and marketing, as required.
- 1.8 Lead in the training and development of the increasing number and diversity of support staff in schools.
- 1.9 Ensure teaching and support staff work effectively together.
- 1.10 Take an active role in co-ordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the LA, the voluntary sector and national/regional organisations such as the police, social services and health service.

#### Risk Management

- 1.11 Ensure effective risk management (e.g. health and safety), and in the management of any third-party service contracts.
- 1.12 Develop detailed plans in relation to critical incidents and disaster recovery.
- 1.13 Negotiate, manage and monitor contracts, tenders and agreements, ensuring 'best value' at all times.
- 1.14 Manage all aspects of school business management in a sustainable and eco-friendly manner.

### 2. Finance and Managing Resources

- 2.1 Prepare the annual estimates of income and expenditure for approval by the Head Teacher and Governors.
- 2.2 Prepare regular management accounts for budget holders and report on the financial state of the school to the Governors.

- 2.3 Advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the schools.
- 2.4 Ensure the school complies with SFVS.
- 2.5 Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
- 2.6 Manage the school accounting function effectively to agreed procedures and maintain those procedures by conducting at least an annual review.
- 2.7 Monitor all accounting procedures and resolve any problems, including:
  - ordering, processing and payment for all goods and services provided to the school
  - operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
  - maintaining an assets register, and preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 2.8 Prepare the final accounts and liaise with the auditors.
- 2.9 Provide detailed management accounts for the Governors and headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- 2.10 Maximise income generation within the ethos of the school and ensure best value principals are adopted.
- 2.11 Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations.

### **Bids and contracts**

- 2.12 Secure bid-based competitive funds by effective use of bidding systems and contacts.
- 2.13 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- 2.14 Purchase, either directly or indirectly, the school's energy supplies.
- 2.15 Arrange school facilities to include:
  - catering
  - transport
  - school shop
  - bookings for school facilities, and provision of facilities for additional tuition out of school hours, including music.
- 2.15 Seek professional advice on insurance and advise the Governors on the appropriate insurances for the school.
- 2.16 Implement the approved insurances and handle any claims that arise.
- 2.17 Secure sponsorship funding using commercial flair.
- 2.18 Act as an articulate ambassador to develop contacts and raise the school profile.

### **3. Human Resources**

- 3.1 Take responsibility for general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.
- 3.2 Advise Governors on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- 3.3 Attend employment tribunals as necessary.
- 3.4 Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.

- 3.5 Provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians and site managers.
- 3.6 Manage the recruitment, professional development, appraisal and training of all support staff responsible for.
- 3.8 Oversee all staff contracts and coordinate the administration of staff recruitment.
- 3.9 Advise Governors on the policy needed to comply with legislation in areas such as employment protection, equal pay, sex discrimination and the implementation of these policies in school.
- 3.10 Formulate, monitor and implement the school's safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- 3.11 Act as the school's health and safety coordinator and fire officer.

#### **Line-management of staff**

- 3.12 Lead and manage office staff so that they fulfil their roles and responsibilities appropriately.
- 3.13 Implement Appraisal for office staff to support development of the individual staff.
- 3.14 Support staff to understand the requirement to represent the school to the public in a positive manner.
- 3.15 Foster a team approach within office staff which understands the importance of school administration and has high standards which impact positively on educational provision.

#### **4. Buildings and Premises (including Health & Safety)**

To support the development of a safe and secure environment as well as co-ordinate and liaise closely with the PFI personnel and caretakers to oversee their responsibilities:

- 4.1 Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- 4.2 Liaise with PFI personnel via email/telephone and attend meetings in relation to the management of the building.
- 4.3 Manage the purchase, repair and maintenance of all furniture and fittings.
- 4.4 Be highly knowledgeable about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities.
- 4.5 Develop policy and practice in relation Health & Safety, providing advice and support to the Head Teacher in this area.
- 4.6 Monitor and evaluate practice as well as investigating where accidents or issues arise.
- 4.7 Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
- 4.8 Manage the letting of the school premises to outside organisations and school staff, and the development of extended school activities, with particular reference to the local community.
- 4.9 Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- 4.10 Know the elements of a comprehensive disaster and recovery plan and to action the plan responsibly if necessary.

## **5. Data Protection**

- 5.1 Know and understand the requirements on school in relation to the General Data Protection Regulation (GDPR).
- 5.2 Liaise with Gateshead Schools' Data Protection Team on matters relating to GDPR.
- 5.3 Advise the Head Teacher and Governors about policy and practice to ensure that the school is GDPR compliant.
- 5.4 Develop office systems which comply with all GDPR regulations including the storing retention and disposal of records.
- 5.5 In the event of a data breach, investigate and report appropriately.

## **6. Whole School Administration**

- 6.1 Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- 6.2 Manage the school's administrative and financial computer network systems.
- 6.3 Oversee the implementation of appropriate information management systems and the full computerisation of the administration accounting and record system.
- 6.4 Act as system manager for the administrative computer network and curriculum network if appropriate.
- 6.5 Provide for the preparation and production of all school records, publications and policies.
- 6.6 Maintain pupil records including those for the assessment process.
- 6.8 Act as correspondent for the DfE and be responsible for the records and returns required.
- 6.9 Obtain the necessary licenses and permissions and ensure their relevance and timeliness.
- 6.10 Act as a conduit to facilitate closer working relationships between teaching and support staff; and develop school policies for working with contractors and outside agencies.

## **7. Marketing and liaison**

- 7.1 Promote the school to different audiences and raise the profile within the local community.
- 7.2 Ensure effective liaison with other schools. For example, by linking to a learning network and accessing training on a group basis to reduce costs and/or improve accessibility.
- 7.3 Ensure effective liaison with all interested parties and agencies involved in delivering successful extended school services.
- 7.4 Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- 7.5 To be responsible for creating and publishing the school prospectus through consultation.

### ***Review of Job Description***

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

## **Competencies**

<b>Self Awareness</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback.
<b>Personal Effectiveness</b>	Makes things happen, operates with resilience, flexibility and integrity.
<b>Communication</b>	Shares and listens to information, opinions and ideas using a range of effective methods.
<b>Delivering Results</b>	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
<b>Joined Up Working</b>	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
<b>Improving Delivery</b>	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
<b>Motivating Teams and Individuals</b>	Creates the right environment for teams and individuals to perform at their best.
<b>Managing Team and Individual Performance</b>	Gives clear direction and feedback to maximise performance.
<b>Managing Diversity</b>	Treats individuals with respect and consideration, takes employee policy and practice seriously.