

## Job Description



<b>Job Title</b>	<b>School Business Manager</b>	<b>Reporting to</b>	<b>Head Teacher / Governing Body</b>
<b>Liaising With (internal)</b>	All staff, pupils and Governors.	<b>Liaising With (external)</b>	Visitors (including parents), outside agencies, other schools
<b>Supervising</b>	Admin / Premises / Catering / Cleaning Staff	<b>Contract</b>	M1 / M2 (dependent on experience) Term Time Only + 4 Weeks
<b>Purpose of the Role</b>	<ul style="list-style-type: none"> <li>The School business manager is the school's leading support staff professional and works as part of the Senior team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.</li> <li>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.</li> <li>The School Business Manager is responsible for the Financial Resource Management / Administration Management / Management Information and ICT / Human Resource Management / Facility and Property Management and Compliance.</li> </ul>		
<b>Leadership and Strategy</b>	<ul style="list-style-type: none"> <li>Attend Senior Leadership Team, Full Governing Body and committee meetings</li> <li>Negotiate, influence and challenge strategic decision making</li> <li>Under the direction of the Headteacher, lead on all financial matters in school in line with school's strategic goals to ensure the school's successful financial performance</li> <li>Lead strategic planning in all Administration and Premises matters</li> <li>Develop professional communities through ongoing collaboration and networking</li> <li>Uphold the vision and values of the school and actively encourage others to do the same</li> </ul>		
<b>Financial Resource Management</b>	<ul style="list-style-type: none"> <li>Evaluate information and consult the Head/Governors to prepare a realistic and balanced budget</li> <li>Submit the proposed budget to the Headteacher/Governors for approval and assist the overall financial planning process</li> <li>Oversee school bank accounts ensuring monies banked, prompt payment of invoices and collection of debts and maintain clear records</li> <li>Comply with financial regulations and reporting requirements, submitting statutory returns as appropriate</li> <li>Use the agreed budget to actively monitor and control performance to achieve value for money and provide up to date information to relevant staff/Governors</li> <li>Report to Head and Governing body regularly in the case of significant variance to budget and propose appropriate action</li> <li>Advise Head Teacher and Governors if fraudulent activities are suspected or uncovered</li> <li>Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic and long term decisions</li> <li>Identify potential revenue streams e.g. lettings, grants etc. to fund proposed school activities</li> <li>Seek and make use of specialist financial expertise</li> <li>Present timely, fully costed proposals, recommendations, or bids</li> </ul>		

	<ul style="list-style-type: none"> <li>• Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules</li> <li>• Monitor the effectiveness and implementation of agreements</li> </ul>
<b>Administration Management</b>	<ul style="list-style-type: none"> <li>• Manage the whole school administrative function including leading teams and team meetings</li> <li>• Design and maintain administrative systems that deliver outcomes based on the school's aims and goals</li> <li>• Manage systems and link processes that interact across the school to form complete systems</li> <li>• Define responsibilities, information and support for staff and other stake holders</li> <li>• Establish and use effective methods to review and improve administrative systems</li> <li>• Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication</li> <li>• Prepare information for publications and returns for the DfES, LEA ad other agencies and stakeholders within statutory guidelines</li> </ul>
<b>Management Information Systems and Technology</b>	<ul style="list-style-type: none"> <li>• Consider approaches for existing use and future plans to introduce or discard technology</li> <li>• Consult with relevant parties to introduce new technology or improve existing technology for different purposes</li> <li>• Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money</li> <li>• Communicate the strategy and relevant policies, including Data Protection for use of technology across the school</li> <li>• Establish systems to monitor and report on the performance of technology within the school</li> <li>• Ensure staff have access to and are trained effectively on all relevant computer software, set up and manage accounts e.g. SIMS, E-mail, EVOLVE, Every, InVentry etc</li> <li>• Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching and learning and assessment systems</li> <li>• Ensure contingency plans are in place in the case of technology failure</li> <li>• Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied</li> </ul>
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Manage the payroll services for all school staff including the management of pension schemes and associated services</li> <li>• Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements</li> <li>• Manage recruitment for all staff</li> <li>• Support in the creation and implementation of recruitment, induction training for Education Staff and manage the process for Admin / Premises Staff</li> <li>• Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school staff in school</li> <li>• Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice</li> <li>• Monitor the way policies and procedures are actioned and provide support where necessary</li> <li>• Seek and make use of specialist expertise in relation to HR issues</li> <li>• Evaluate the school's strategic objectives and obtain information for workforce planning</li> <li>• Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities</li> </ul>

<b>Facilities and Property Management</b>	<ul style="list-style-type: none"> <li>• Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations</li> <li>• Ensure the safe maintenance and security operation of all school premises</li> <li>• Manage the maintenance of the site including the purchase and repair of all furniture/fittings</li> <li>• Ensure the continuing availability of utilities, site services and equipment</li> <li>• Follow sound practices in estate management and ground maintenance</li> <li>• Monitor, assess and review contractual obligations for outsourced school services</li> <li>• Ensure a safe environment for the stakeholders of the school to provide a secure environment in which learning processes can take place</li> <li>• Oversee the school breakfast club provision including managing bookings, collecting monies and evaluating the quality of provision</li> <li>• Manage the letting of school premises to external organisations for the development of the extended services and local community requirements</li> <li>• Seek professional advice on insurance and advise the Headteacher on appropriate insurances for the school and implement and manage such themes accordingly</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Manage the school's compliance with all statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements</li> <li>• Track all policies and ensure they are updated in accordance with the review schedule</li> <li>• Monitor and update the school's risk register</li> <li>• Responsible for the Single Central Record and DBS checks for staff and volunteers</li> <li>• Lead and monitor all aspects of safeguarding practices in respect of Staff, Visitors, Contactors, Volunteers etc ensuring that statutory guidelines are followed, procedures are robust and up to date at all times</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• All Staff must adhere to the school policy for the confidentiality of information at all times. This requirement covers information about pupils and colleagues and extends to communications with others in social as well as work-related situations.</li> </ul>
	<p><b><i>Note: The duties and responsibilities listed above are illustrative and describe the post as it is at present. It is not a comprehensive list of all task that the School Business Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</i></b></p>