

Job Description:

School Business Manager



Job details

Salary: Grade F

Hours: 35 hours a week / Full time/week 52 weeks

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Office team, Site Management Team and Cleaning Support Staff

Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

The SBM will be the GDPR officer and implement GDPR processes and relevant paperwork.

The successful candidate will join the school's Senior Leadership Team and be expected to make a major contribution to the work of that team in all aspects of its work in school.

Line Manager Responsible for: Office team, Site manager team and cleaning support staff

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents

- To attract additional funds for the school wherever possible and liaise with funding agencies
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
- To ensure that the school has a strategy and policy for using technology (including contingencies in case of technology failure), aligned to the overall vision and plans for the school, ensuring value for money, and that these are communicated across the school with systems in place to monitor and report on performance.

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- To lead the development of income generation within the ethos of the school and ensure best value principals are adopted. Seek grants, write bids and develop trading services to fund school projects, including building improvements.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- To lead and line manage the finance, administrative and premises staff effectively and efficiently. There will be an expectation to promote a culture of reflective practice within the team and to develop the knowledge and skills of staff through assessment, feedback, coaching

and training. This will also include the professional development/review of the administrative team and premises staff, including regular supervision and performance management.

➤ Responsibility for general personnel matters and for all staff contracts:

- the administration for all staff recruitment and selection and for contracts of employment
- the statutory checks for new staff –qualifications, references, medical checks; DBS
- the induction of all new staff
- maintain training records of all staff
- ensure that the best use is made of additional hours and be responsible for allocation of hours and pay claims

Premises / Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- To take the lead on compiling and implementing a Premises Development plan, including energy conservation and accessibility
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure ancillary services e.g. cleaning, etc. are monitored and managed efficiently
- Follow sound practices in estate management and ground maintenance. 6. Monitor, assess and review contractual obligations for outsourced school services
- To arrange for all premises and plant insurance and liability insurance policies to be taken out accordingly.
- To develop ways in which the school can be accessed for community use and establish the school's identity within the local community
- To maintain appropriate comprehensive records in relation to premises management.
- To ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Act as school's Health & Safety and Fire Coordinator (delegating roles as appropriate).
- To ensure the school's Health & Safety policies are clearly communicated and available to all people.
- To regularly check and record compliance of procedures at all times under the provision of safe systems of work.
- To ensure Health & Safety policy reviews at regular intervals or as situations change.
- To ensure that contract for annual health and safety checks are carried out by the relevant services and to develop a clear system for arranging and recording all checks.
- To oversee a programme of risk assessments and fire drills.
- To ensure the planning and maintenance of records of fire practises and alarm tests

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school
- Ensure systems are in place to enable identification of hazards and risks
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to SLT, Management Committee, Local Authority and, where appropriate the HSE
- Ensure the maximum level of security consistent with the ethos of the school.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- With the headteacher, to monitor and regularly review the whole school's disaster and recovery plan
- Oversee the school asset register and disposal of goods no longer fit for purpose.
- Contribute to be a central point of contact for the school's disaster and recovery plan and to operate the elements linked to resource management responsibility.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

Safeguarding

- The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- To have a due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To ensure the School's Single Central Record is complete and up to date in accordance with KCSIE.

Catering

- Liaise directly with the catering providers and liaise directly with the catering staff as and when required.
- Continuously review the quality and efficiency of the catering service provided.

Lettings

- Leadership and management of the school premises lettings to members and groups of the wider local community in order to maximise income and community use
- Promoting arrangements and bookings for how the School's facilities are used by outside agencies, groups and wider community
- Ensuring all systems are working efficiently and review annually
- Ensuring effective communication with the different teams is working effectively
- Working with all members of the team to prepare medium term projections and report to Governor's Resources Committee.
- Preparation and present quarterly report on lettings income and capacity utilisation for Governors
- Dealing with all complaints prior to headteacher & Governors involvement.
- Managing all marketing and publicity of premises.

Other areas of work

- Working with the DSL, be responsible for designing, implementing and monitoring IT filtering policies and services, ensuring the appropriate systems are in place and regularly reviewed. Undertake weekly filtering checks.
- Respond to emergencies appropriately and inform relevant staff
- Represent the headteacher at appropriate meetings as required
- Undertake similar duties corresponding with the level of the post as required by your line manager.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks 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.

Person Specification: School Business Manager



| CRITERIA | QUALITIES |
|------------------------------------|---|
| Qualifications and training | <ul style="list-style-type: none"> ➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline ➤ A school business management qualification ➤ Evidence of continuing professional development and keeping abreast with recent legislation ➤ Experience of working effectively and project managing at a senior level either in education, business or a financial management environment with a track record of project management and delivering strategic goals ➤ Experience of managing and presenting large budgets, strategic financial planning and forecasting as well as managing financial monitoring systems ➤ Experience of successfully leading, managing and motivating a team, directing and co-ordinating the work of others |
| Knowledge & Experience | <ul style="list-style-type: none"> ➤ Administrative experience including the management and operation of administration systems and procedures, including audits. ➤ Experience of managing budgets and financial reporting systems. ➤ Experience of managing different teams. ➤ Use of IT including Microsoft Office, also to analyse data. ➤ Experience of leadership of a team of staff ideally those not directly supervised throughout the day. ➤ Commitment to personal / professional development. ➤ Working knowledge of facilities management. ➤ Working knowledge of Health and Safety legislation. ➤ An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations ➤ Experience of working effectively with a wide range of external partners ➤ Knowledge and understanding of Child Protection and Safeguarding legislation. Knowledge of managing personnel procedures, including managing the sickness absence. ➤ Knowledge of relevant legal issues including governance of academies ➤ Experience of reporting systems used in school environments ➤ Experience of project management. ➤ Performance management appraisal for staff. ➤ Successful experience in the submission of bids securing funding in the public sector |

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| Abilities & Skills | <ul style="list-style-type: none"> ➤ Expert knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of Arbor MIS (management information systems] ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality ➤ High level communication skills ➤ Excellent time management skills ➤ Ability to organise own work load and priorities on day to day basis using own initiative ➤ An ability to consult and share decision making with the senior leadership ➤ Meet deadlines |
| Personal qualities | <ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ High standards of professionalism with regards to confidentiality and discretion ➤ A total commitment to equal opportunities ➤ Highly motivated, positive and self –reliant ➤ Willingness to take on other roles and responsibilities within the team ➤ Empathy with the school’s core aims and values ➤ Flexibility – the ability to work with the school on Open days and any other meetings applicable to your role when appropriate |

Please note this appointment will be subject to DBS Enhanced Disclosure.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: