

**School Business Manager
Job Description**

Post title: School Business Manager
Salary scale: SM1
Responsible to: Headteacher
Hours of work: Full time - 36.25 hours per week, 40 weeks per year. Attendance at some after school meetings is required

This job description summarises the purpose and responsibilities of the role; it is not an exhaustive list of tasks that may be necessary and undertaken in order to achieve this purpose. The purpose and responsibilities can be varied from time to time at the discretion of the Headteacher.

The School Business Manager leads and manages:

- The school office team
- Network/ICT Manager
- Site Managers
- Cleaners

Key Responsibilities

- To be responsible for providing professional leadership and management of school support staff in partnership with teaching staff, reviewing their structure and responding to areas of development where necessary.
- As a member of the Senior Leadership Team (SLT), to contribute significantly to the continuous improvement of the school to enhance its effectiveness to enable raised standards of learning and achievement.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the School Development Plan (SDP).
- To provide strategic support to the Headteacher and Local Governing Body (LGB) on all aspects of the school's business management, managing the legal, budgetary and compliance responsibilities.
- To be responsible for:
 - Strategic Leadership
 - Finance and Business Management
 - Whole School Administration
 - Management Information & ICT
 - Human Resource Management
 - Premises Management
 - Health & Safety

Strategic Leadership

- To be an active member of the Senior Leadership Team; to attend LGB meetings when required
- In the absence of the Headteacher, to take delegated responsibility for financial decisions.
- To manage the school's budget and plan change in accordance with the School Development Plan (SDP).
- To monitor and review financial and administrative systems and processes to implement efficiencies as and where appropriate.
- To manage and oversee projects as agreed by the Headteacher.
- To manage marketing, publicity and communications to enhance the school's reputation.
- To be an ambassador of the school and promote the ethos, vision and values.

Finance and Business Management

- Alongside the Headteacher, to be responsible for the financial management of the school and to report any areas of concern immediately to the Headteacher.
- To ensure the Headteacher is aware of all aspects of the school's financial responsibilities and risks and to respond to queries and challenges to the Headteacher.
- To monitor and control income and expenditure in relation to the school budget.

- To ensure the school makes the best possible use of resources through effective Integrated Curriculum and Financial Planning (ICFP), considering all financial and other resource implications.
- To negotiate, manage and monitor contracts, tenders and agreements, in line with the financial management procedures.
- To seek best value in terms of services being of a good standard for the school, they are fit for purpose and making use of collaborative purchasing where possible.
- To identify grant and other income opportunities to further the school's aims.
- To ensure that all financial regulations applicable to school are adhered to and that good practice is followed.
- To be responsible for maintaining a record of all school Service Level Agreements (SLAs).

Whole School Administration

- Ensure the Single Central Register is always up to date and compliant.
- To review and develop the administrative support structure to meet current and future needs of the school.
- To manage the school functions relating to administrative duties; ICT facilities; reprographics; storage and security of pupil records and financial documentation and telephone systems.
- To promote and maintain good relationships with all staff, school services, contractors, visitors and parents/carers
- To ensure that all school records and data are maintained in line with General Data Protection Regulations (GDPR).
- To act as correspondent for the Department of Education and to be responsible for the records and returns required.
- To be responsible for the recruitment and management of office, ICT staff, site staff and cleaners.
- To supervise the work of the administrative team, ensuring that they are trained to a high standard whilst using the Management Information Systems & ICT systems effectively.
- To line manage the Network/ICT Manager to ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.
- To coordinate, alongside the Network/ICT Manager and Computing team, a strategy for using technology aligned to the School Development Plan.
- To communicate the relevant policies, including GDPR, for use of technology across the school.
- To coordinate processes to ensure that contingency plans are in place in the case of technology failure.
- To ensure that the school website is up to date and compliant at all times.

Human Resource Management

- To lead on all in-school HR issues.
- To seek and make use of specialist expertise in relation to HR issues.
- To ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- To be responsible for the professional development, appraisal and training of administrative, ICT, site and welfare staff.
- To maintain confidential staff records, and ensure that staff records held in school are kept confidential, adhering to GDPR legislation.
- To advise the Headteacher on HR policies, ensuring that policies are updated.
- To manage the recruitment process and election of LGB members; prepare DBS documentation for new staff and LGB members; maintain a database of all LGB members details including their terms of office.

Premises Management

- To manage health and safety issues specific to the school and be aware of how they relate to pupils, staff, visitors and contractors.
- To line manage the Site Managers to ensure the smooth running of school premises maintenance, refurbishment and development programmes of the school premises and grounds.
- To have an oversight of the duties of the Site staff team and monitor their tasks and performance.
- To oversee the purchasing, repairs and maintenance of all furniture and fittings to ensure the continuing availability of all necessary utilities, site services and equipment.
- To ensure that regular statutory testing is recorded and overseen by Site staff, with clear documentation and costs.
- To oversee the lettings of the school premises to outside organisations.

- To coordinate an effective and comprehensive disaster recovery plan and lockdown procedures and to operate the elements within the documentation.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To lead on the procurement of contracts for ancillary services including the catering and grounds maintenance contracts, researching for best value; liaising with other partnership schools to negotiate better bargaining power; preparing appropriate tender documentation and overseeing the subsequent tendering process.
- To ensure all such ancillary and contracted services are monitored and managed effectively.

Health & Safety

- To be the school's Health and Safety Lead, including Fire Officer, delegated by the Headteacher.
- To be instrumental in the Health and Safety Network Group and any related network groups supported by the Leadership team.
- To ensure the health and safety policy is implemented and that all school staff are aware of the policy.
- To ensure that all health and safety documentation is recorded and communicated to staff regularly, including risk assessments and the identification of hazards.
- To liaise with the Inclusion Leader to ensure that statutory obligations are met relating to pupils with special educational needs.
- To manage statutory testing documentation, provide timely reports to the Headteacher and to keep up to date with premises regulation and training.
- To work closely with the Chair of LGB and Headteacher before each committee meeting to prepare a purposeful agenda; to monitor regular legislative requirements and to close off actions prior to all meetings.
- To oversee the smooth running of the termly LGB member visits.
- To ensure a record of business interests is maintained and reviewed annually.

All Staff will

- Promote equality of opportunity
- Follow Safeguarding and Child Protection Policy/Procedures
- Contribute to producing/delivering priorities in the School Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Respond promptly to concerns from parents/carers, staff or students
- Promote the school within the community
- Work in partnership with all colleagues including the Local Governing Board
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety Policy/Practice
- Celebrate success of pupils and staff

**School Business Manager
Person Specification**

Criteria	Qualities	Essential/Desirable
Qualifications and training	<ul style="list-style-type: none"> • A degree - ideally in accountancy, business management or a related discipline • A Level 4 or Level 5 Diploma for school business management qualification/relevant practical experience or willingness to work towards 	Desirable Essential
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Experience managing teams and individuals • Experience managing budgets • Experience of change management • Experience contributing to staff development • Experience in managing procurement, fixed assets, external contractors, suppliers etc. • Experience leading on Health and Safety • Experience leading in Data Protection and GDPR • Managing Human Resources 	Essential Essential Essential Essential Essential Essential Essential Essential
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of [PS Financials, Access, Schools MIS System/Scholar Pack] • Excellent numeracy/literacy and ICT skills • Ability to interpret advice/statute and devise policy and practice in light of these • Able to deliver value for money initiatives • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to persuade, motivate negotiate and influence • Ability to build effective working relationships with staff and other stakeholders 	Essential Essential Desirable Essential Essential Essential Essential Essential Essential Essential
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 assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Deal sensitively with people and resolve conflicts • Commitment to safeguarding and equality • Devolve responsibilities, delegate tasks and monitor practice ensuring they are carried out within set standards • Seek advice and support where necessary 	Essential Essential Essential Essential Essential Essential Essential