

## **Newker Primary School**

### **Job Description School Business Manager**

**Hours: 22.5 hours per week (Wednesday – Friday)**

#### **Purpose of Job**

The School Business Manager is the School's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher and Governing Body in their duty to ensure that the school meets its educational aims in compliance with policies and procedures.

The School Business Manager promotes the highest standards of business ethos within the administration function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The School Business Manager is responsible for the effective management of: Financial Resources, Administration, Management Information and ICT, Facilities, Health & Safety and staff allocated to these areas of work. In particular, you will have responsibility for marketing the school and generating additional income from external sources.

#### **Strategic Role**

1. To be directly responsible for the strategic leadership and management of the school site, facilities and school support functions including: finance, administration, facilities, health & safety, ICT.
2. The Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT) to support and assist the Headteacher in ensuring that the school meets its educational objectives through leading on all aspects of support services. The Business Manager will attend management and governing body meetings and where appropriate represent the Headteacher at internal and external meetings.
3. To support the Headteacher in formulating and developing school needs, action planning, priorities, policies and procedures ensuring these are communicated to staff and consulted on as appropriate. To plan and manage change in accordance with the School Development/Strategic Plan and any changes in legislation.
4. To be the lead professional to provide the Headteacher, Governors and SLT with clear information, advice and recommendations regarding the strategic development of the school's support services. The 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.
5. To develop and implement a Marketing Strategy for the school to raise the profile of the school within the community and attract additional funds for the school.
6. Develop in conjunction with the Headteacher and in compliance with the ethos of the school effective working relationships across the school. This will involve working collaboratively with staff and a willingness to give and receive constructive feedback aimed at developing both the quality of relationships and performance.
7. 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, that these are communicated across the school and that systems are in place to monitor and report on performance.

#### **Leadership and Strategy**

1. Be a proactive member of the SLT and attend full governing body and appropriate governors' sub-committee meetings.

2. Negotiate and influence strategic decision making within the school's SLT thereby playing a key role in the strategic development of the school.
3. To share responsibility with the Head Teacher and SLT for planning, managing the School Development Plan and monitoring progress against stated objectives.
4. Take delegated responsibility for financial and other decisions in compliance with Financial Regulations
5. To lead, manage and review the performance of all administrative, premises and lunchtime staff .
6. To continuously review and develop the structure to meet the current and future needs of the school and make recommendations to the Headteacher and Governing Body.
7. To investigate strategic opportunities for the school and develop fully costed plans, proposals and briefing papers.

### **Administration**

1. To make recommendations to the Headteacher regarding the design and maintenance of administrative systems that deliver outcomes in compliance with the school's aims and goals and financial procedures.
2. To recommend, develop and manage systems across the school that are compatible.
3. To develop and maintain all systems that provide information to management/stakeholders and statutory bodies ensuring they are accurate, effective and efficient.
4. To develop and maintain systems and process measures that are value for money.
5. To ensure any system providing information to management/stakeholders is streamlined to maximise the efficiency of the data supplied.
6. To maintain a high quality professional profile that promotes the ethos of the school.
7. To implement high quality customer care standards.

### **Facilities and Property**

1. Manage the provision and monitoring of buildings and maintenance services.
2. To lead in arranging specification, tenders and managing contractors for building and maintenance projects.
3. To maintain appropriate comprehensive records in relation to premises management.
4. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
5. Manage all aspects of the school's security operations.
6. Ensure the continuing availability of utilities, site services and equipment.
7. To seek and make use of specialist expertise in relation to HR Issues.
8. To negotiate, manage and review the contractual obligations and value for money delivery of all school services on behalf of the Headteacher and Governors.
9. Ensure the Single Central record is maintained.
10. To maintain and review the Lettings Policy for the school and to manage the lettings of school premises to external organisations, for the development of the extended services and local community requirements.
11. Develop a costed, prioritised asset management plan which recommends maintenance and capital works for the school.
12. To manage and arrange supply cover for staff attending CPD

### **Finance**

1. To advise the Headteacher, Governors and SLT on financial policy, providing advice on any financial aspects impacting strategic decisions.
2. To work within the constraints of the Scheme of Delegation and Financial Regulations.

3. To be responsible for the development and implementation of the school's financial policies, systems and procedures, ensuring that they adhere to the agreed financial regulations.
4. To develop and implement financial systems necessary for the efficient management of the school and meet the delegated or devolved financial responsibilities.
5. To develop a strategic financial plan that will reflect the trends and requirements of the school development plan and will forecast future year budgets.
6. To prepare the annual school budget in consultation with the Head Teacher and present to the governing body for approval. To provide regular financial updates and reports over the year and propose revisions where necessary.
7. To attend the Resources and Pay and Personnel Governing Body Committee Meetings and provide advice and regular monitoring reports.
8. To undertake financial planning, reporting, forecasting and prepare ongoing budgetary reports including monthly accounts and annual accounts to the Local Authority and Governing Body.
9. To operate all bank accounts, for public funds, school fund, educational visits and any external grants and to undertake monthly reconciliation and present to the HT for verification.
10. To monitor and control expenditure, including the monitoring of all ordering, receipting of goods and payment of invoices. To undertake the accounting for the school, recommending appropriate action where necessary.
11. Identify and advise the Head Teacher and governors if fraudulent activities are suspected or uncovered.
12. To identify sources of additional finance, such as grant making trusts and sponsorship, to prepare bids for capital development projects and other grants.
13. Seek and make use of specialist financial expertise.
14. To be pro-active in the maximisation of income through lettings and other activities.
15. To continually monitor and review in the best interests of the school, the school's insurance and process claims where loss or damage occurs.
16. Ensure the school achieves and maintains SFVS accreditation and to ensure that all accounts and supporting documents are made available to external auditors for examination within the timescale requested.
17. To be responsible for the maintenance and monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement.
18. To review annually Service Level Agreements (SLA) offered by the LA and consultants to achieve best value for money.
19. To manage, maintain and submit Synergy claims for funding (Nursery 30 hours provision)

### **Health and Safety**

1. 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.
2. Liaise with the Premises Manager to plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health and safety policy statement is clearly communicated and available to all staff and visitors.
4. Facilitate regular consultation with staff on health and safety issues.
5. Ensure systems are in place to enable the identification of hazards including undertaking risk assessments.
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head Teacher, SLT, governors and where appropriate the Health & Safety Executive.
7. Ensure the maximum level of security is maintained at all times.

### **Marketing, Communications & ICT**

1. Liaise with the school ICT shared Technician to develop an ICT strategy and infrastructure, aligned to the overall vision and plans for the school, that ensures value for money.
2. Consult with specialist technology suppliers to introduce new technology to meet curriculum and administrative needs including costing proposals, project managing the installation and staff training.
3. To ensure that the process of discarding outdated ICT is recorded and disposed of securely.
4. Communicate the ICT strategy and relevant policies, including data protection, across the school.
5. Establish systems to monitor and report on the performance of technology within the school.
6. Ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
8. To be responsible for making full and appropriate use of available information communication technology and systems at the school and to develop computer aided administration, which supports all general work of the school.
9. To manage internal communication systems in order to provide the most effective processes possible for information to be shared easily and understood by staff from all areas and in all parts of the establishment.
10. To develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids.
11. To ensure that communication with people external to the establishment, is carried out effectively and in a professional manner by the Administration and Premises Staff. This will include monitoring and developing a high quality reception service and promoting positive relationships with people who visit or call, in order to leave them the best possible image of the school.

### **Human Resources Management**

1. To lead and manage the clerical, site staff and dinner staff of the school including recruitment, appointment, induction and performance management. Recruitment, appointment and induction of all staff through Safer Recruitment procedures to create high-performing teams which understand their role and the contribution they make to the overall effectiveness and success of the school.
2. To ensure monitoring and evaluation and review of all clerical, lunchtime and premises posts are carried out on an on-going basis in liaison with the Headteacher.
3. To offer opportunities to all non-teaching staff in relation to access and to training in liaison with the Headteacher and within budget constraints.
4. To ensure completion of monthly Staff Absence Returns to the LA and any other staff related forms required by the DfES and LA.
5. In liaison with the Headteacher to oversee and monitor contracts, hours etc. of all staff in school and advise the Headteacher accordingly.
6. To conduct support staff absence interviews with staff returning from sick leave.

### **Safeguarding**

1. Has responsibility, under the guidance of the (Designated Person for Safeguarding) for managing child and protection issues
2. To support the Designated Person in ensuring policies, procedures, systems, structures, resources and personnel are in place to promote the welfare and protection of children at the school.
3. Actively work jointly with the Designated Person/staff/parents/carers and other agencies in the monitoring of arrangements for the safeguarding of children within the school.

4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
5. To assist in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school
6. To support the Designated Person in ensuring documentation and procedures are adhered to and remain current and fit for purpose
7. To promote good practice by encouraging and championing the policies and procedures
8. To receive and assist in the coordination of referrals, arranging action and reviewing services for children and families.
9. Keep up to-date with Safeguarding training attending relevant training or events
10. Attend and participate in Child Protection Conferences, Core meetings Children in Need meetings, Child in Care meetings as required.
11. To maintain confidentiality at all times.
12. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection

### **Educational Visits**

1. To ensure that all activities and visits meet guidance requirements
2. To ensure the Educational Visit Policy is regularly updated and is linked to the school's procedures and guidance.
3. As Educational Visit Co-ordinator ensure that all training is kept up to date and assess the training needs of staff.
4. To monitor the planning and organising of all school visits.
5. To authorise all school visits and offer advice to staff on the organisation.

To undertake any other duties commensurate with the post

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.

Essential requirement Certificate of School Business Management.

Approved: \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Aproved: \_\_\_\_\_ Staff Member Date \_\_\_\_\_