**Business Operations and Premises Manager**

 **Job Description**

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| **School:** | **Federation of St Peter’s Elwick and Hart Primary** |
| **Grade:** | **Band 11** |
| **Responsible to:** | **Executive Headteacher** |

**Purpose of the Job:**

Reporting directly to the Executive Headteacher the Business Operations and Premises Manager is responsible for the financial strategic planning and development of whole school improvement whilst ensuring that key aspects of the school run efficiently and effectively.

The postholder will be a member of the Senior Leadership Team (SLT) and is expected to contribute significantly to the continuous improvement of the School’s services.

**Key duties and responsibilities:**

1. Responsible for the development, management, operation and delivery of support services within school.
2. Responsible for the financial planning, forecasting and expenditure of the school budget.
3. Responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for some support staff.
4. Responsible for leading on the development of school policies and supporting procedures to ensure the smooth operation and timely delivery of all school support functions.
5. Responsible for the content and submission of relevant information to the senior leadership team, the governing body and outside agencies.
6. Manage procurement and be responsible for securing relevant sponsoring and partnership arrangements adding value and financial benefits to the school.
7. Negotiate contracts and purchases in connection with all school expenditure ensuring that best value is obtained.
8. Identify the need and be responsible for securing appropriate licences and insurance.
9. Responsible for devising effective marketing and promotion strategies for the school.
10. Lead the development of health and safety plans within the school.
11. Responsible for the management of facilities, including premises, lettings and associated income.
12. Assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
13. Develop building maintenance, security and building programmes as required.
14. Oversee the delivery of extended services and activities.
15. Maintain the school’s asset register and oversee the maintenance of appropriate equipment and stock records; ensuring that annual checks take place.

**Strategic leadership and management**:

1. Ensure the school makes the best possible use of resources through effective strategic planning. Produce timely and fully costed proposals ensuring they are sustainable, e.g. 3 year budgets.
2. Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long term education trends and developments.
3. To lead with the Executive Headteacher on finance, ICT, premises management, health & safety and school administration.
4. Plan for and implement new financial initiatives as appropriate for the school.
5. Lead in the training and development of financial, IT, administrative and premises staff.
6. Take an active role in coordinating and managing extended school services.
7. Work with the SLT, Governing Body and data protection services to ensure the schools are fully compliant with data protection/GDPR requirements.
8. To support schools with academy conversion.

**Financial resource management:**

1. Prepare for approval by the Executive Headteacher and governors the annual budget and three year plan. Obtain agreement of budgets and monitor accounts against budgets. Prepare regular management accounts for budget holders and report on the financial state of the school to the governors.
2. Advise the Headteacher and governors on Finance Policy.
3. Ensure compliance with LA and Government regulations. Use financial management information, especially benchmarking tools to identify areas of relative spending, assess trends and directly advise the SLT accordingly.
4. Manage the school accounting function, ensuring efficient operation according to agreed procedures and maintain those procedures by conducting at least an annual review.
5. Oversee the administration of a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates.
6. Maximise income generation within the ethos of the school. Ensure best value principles are adopted.
7. Lead applications for grant funding.
8. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services ensuring “best value” at all times.
9. Buy and manage insurance as required.
10. Work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place and the school complies with all the regulations and procedures within the LA Finance procedures and meets requirements of Schools Financial Value Standard.
11. Use financial management information to analyse trends and identify opportunities for greater efficiency.
12. Prepare all financial returns for any authorised external agencies.
13. Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools.

**Risk, health & safety, premises and facilities management:**

1. Formulate, monitor and implement the school’s health & safety policy and all site policies and risk assessments, including the co-ordination of educational visit risk assessments.
2. Ensure compliance with the requirements of all relevant legislation concerning health & safety at work (including fire, asbestos and legionella) and how they relate to pupils, staff, visitors, contractors and other users of school premises and facilities.
3. To be responsible to the Executive Headteacher, Head of School and governing body for the maintenance and upkeep of the school buildings and grounds to ensure a high quality environment for learning.
4. Responsibility for reporting faults and monitoring of work undertaken within satisfactory time scales in relation to curriculum and admin technologies.
5. Responsibility for co-ordination of outside maintenance services and supervision of work undertaken to ensure that desired standards of workmanship are achieved. Take action in respect of any substandard work.
6. To take a lead role in ensuring the school is compliant with health and safety policies and procedures.
7. To be responsible for keeping all Health and Safety documentation up to date and accessible for inspection
8. To take the lead on compiling and implementing a Premises Development plan.
9. Plan, implement and project manage new capital projects, including all financial requirements.
10. Ensure that ancillary services such as cleaning and caretaking are monitored and managed effectively and high standards are achieved. Liaise with service providers.
11. Ensure the efficient operation of all facilities on the property, and that all statutory health & safety checks are undertaken and recorded.
12. Have oversight of the security of the school sites, and the day-to-day running of the building.
13. Negotiate, manage and monitor contracts, tenders and agreements as appropriate.
14. Be responsible for the work of on-site contractors and arrange estimates for the cost/duration of work.
15. Be responsible for the quality of work by contractors, site and cleaning staff, reporting to the governors as appropriate.
16. Manage the letting of the school premises to outside organisations and for the development of all school facilities for out-of-hours use.
17. Act as school Health & Safety and Fire officer for school premises. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current and timely.
18. Act as a key holder for both schools.
19. Assist with the undertaking of Health and Safety procedures within the school. Oversee the administration of medication to children in line with school policy and procedure.
20. To lead on the completion of the schools’ risk registers.

**Personnel:**

1. Working with the Executive Headteacher, lead and manage on personnel matters relating to all administration and premises staff.
2. Operational management responsibility for premises and administrative staff including management, recruitment, professional development, appraisal and training.
3. Ensure that the best use is made of additional hours and be responsible for allocation of hours and pay claims.
4. Give advice and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters.
5. Appraise a number of administrative, premises and ICT staff as agreed with SLT.
6. Work closely with the HR service provider in ensuring that the schools remain compliant in all employment related matters.

**Responsibilities in relation to whole school administration:**

1. Working with the Executive Headteacher and SLT to develop a medium and long term strategic IT plan for classroom, administrations and financial infrastructure and provision, identifying and assessing new technologies.
2. Develop community links, promoting learning opportunities for pupils and use of school facilities.
3. Lead and manage the administrative function, working with the school’s admin staff to ensure the effective delivery of administrative systems.
4. To work with the admin team and Clerk to Governors in delivering appropriate liaison with the school governors, including arranging meetings and administrative support as appropriate.
5. Review and manage administrative systems ensuring processes and communications are increasingly effective, implementing new systems as appropriate.
6. Act as liaison with the DfE and LA and to be responsible for the records and returns required.
7. Ensure effective liaison with other schools and agencies and contribute to the local collaboration finance forums.
8. Advise Governors and ensure the school websites are fully compliant.
9. To manage the schools’ online presence and social media accounts, including Twitter and Facebook.
10. To ensure effective communication with parents.

**ICT:**

1. Develop an ongoing ICT plan with costs, in conjunction with IT Network Manager to respond to the changing needs of the ICT learning environment.
2. Manage the purchase/lease of ICT equipment.

Manage the administrative ICT function and plan office ICT resources in conjunction with the ICT Network Manager.

**School ethos:**

1. Be aware of and support difference and ensure equal opportunities for all.
2. Contribute to the overall ethos/work/aims of the school .
3. Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
4. Share expertise and skills with others.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Demonstrate and promote commitment to equal opportunities and to the elimination of behavior and practices that could be discriminatory.
8. Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.