

**Job Description**

**Directorate:** Children's Services

**Division:** Schools

**Post title:** School Business Manager Level 3 CC252

**Evaluation:** 643 Points **Grade:** N10

**Responsible to:** Head Teacher

**Responsible for:** All Support Staff

**Job purpose:** To give strategic vision and leadership to all aspects of the school's administration.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Strategic Planning**

- 1 To ensure the school makes the best possible use of resources through effective strategic planning.
- 2 To understand the effects and implications of government, local authority and school policies, legislation and directives and develop effective strategies for current initiatives and long term educational trends and development.
- 3 To work with the Head Teacher and Governing Body to develop and implement a strategic plan for extended services including childcare.
- 4 To ensure that the financial and resource implications of all potential SLT decisions are systematically and rigorously examined.

**Finance**

- 5 To lead multi-year financial planning.
- 6 To ensure the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors.
- 7 To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and the school are observed.

- 8 To Manage SIMS and other appropriate systems giving guidance to other users.
- 9 To prepare appraisals for particular projects and the development of long term initiatives for the school.
- 10 To initiate and manage audit procedures as necessary.
- 11 To write bids for funding as required by LA and DSCF.
- 12 To manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential from the LA.
- 13 To prepare and submit capital and other bids to the LA and other appropriate bodies, monitoring and control of capital expenditure on buildings and groups, placing of contracts, appointment and monitoring of contractors.
- 14 To promote the school's activities and premises with the objective of maximising letting income, within agreed policies.

## **Premises**

- 15 To be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishing of the school.
- 16 Taking the lead on compiling, developing and implementing a Premises Maintenance and Development Plan including energy conservation.
- 17 Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- 18 Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering, and capital projects.
- 19 Advising on all Health and Safety matters, including measures in the event of emergencies.
- 20 Being responsible for liaison with the Site Manager regarding letting of the school premises to outside organisations an school staff, the development of all school facilities for out-of-school use, with particular reference to the local community.
- 21 Monitoring and overseeing the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.
- 22 Managing the security of the school site.
- 23 Manage Health and Safety, fire and risk management.

## **Administration and ICT**

- 24 Coordinating planning for the effective provision of ICT resources at the school including hardware/software and the efficient running of the IT Support Team.
- 25 Managing the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration.
- 26 Managing pupil records and attendance data and associated returns and transfers.
- 27 Managing communication within school, to parents and carers and with the wider community (eg weekly diaries and bulletins) including maintaining aspects of the School website.
- 28 Promoting the school to parents, partners and the local community.
- 29 Manage multi-agency relationships.
- 30 Liaising with local businesses for fundraising, arranging vocational experience and joint projects.
- 31 Control large scale project management (eg BSF and site reconfiguration).

## **Human Resources**

- 32 Managing Staff Attendance including return to work procedures.
- 33 To be responsible for the recruitment professional development, appraisal and training of all Support Staff, and to provide leadership and guidance for Support Staff including direct line management responsibility where appropriate.
- 34 To develop and maintain the single central register for staff and volunteers.

## **Health and Safety**

- 35 Formulating, monitoring, implementing and reviewing the school's Health and Safety policy including the introduction of all Risk Assessment procedures.
- 36 Ensuring the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
- 37 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.