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| **Post title:** | **School Business Manager** |
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| **Salary and grade:** | **Grade L (scp 31-33)** |
| **Responsible to:** | **The Headteacher**  |

# Main Purpose

* Provide strategic leadership for the business functions of the school;
* Specifically provide leadership in the areas of: finance, HR, Estates, Health & Safety and administration;
* Provide leadership, guidance, motivation and support to staff allocated to the areas of responsibility ensuring that appropriate standards or performance are demonstrated;
* Work with relevant staff to ensure business support services, external contracts, lettings, maintenance programmes and Service Level Agreements function effectively;

### DUTIES AND RESPONSIBILITIES:

#### Leadership and Strategy

* Negotiate and influence strategic decision making within the school’s Senior Leadership Team;
* Plan and manage change in accordance with the school improvement plan;
* Lead and manage designated support staff, including assisting in the recruitment, induction, appraisal, training and mentoring of these staff;
* Promote the school’s aims and ethos at all times, including safeguarding policies, commitment to equality, valuing diversity, global links and environmental responsibilities;
* Take a lead role in planning, development, design, organisation and monitoring of support systems, procedures and policies;

**Finance**

* Advise the head teacher and governors on financial policy and procedure, preparing appraisals for projects and developing a long-term financial strategy for the future development of the school linked to the SIP;
* Use financial management information, including benchmarking data, to identify areas of relative spending, assess trends and directly advise upon expenditure / investment accordingly, ensuring the school receives value for money;
* Liaise with other agencies with regard to all grant applications, external funding streams, gifts and other donations;
* Lead the procurement and commissioning process of all goods, services and SLAs ensuring best value principles apply.
* Negotiate, manage and monitor all SLAs, contracts, tenders, leases and agreements for the provision of supplies / services;
* With the Headteacher, prepare a realistic and balanced budget for the school;
* Actively monitor and control expenditure, ensuring accurate coding to maximise the benefits to all budgets and grants, achieving value for money;
* Maintain a strategic financial plan, monitoring trends and providing a basis for forecasting future years’ budgets;
* Be responsible for the effective management of financial administrative procedures, including responsibility for compliance with financial regulations;
* Monitor expenditure and advise the headteacher and governors of possible under/overspending whilst providing options for verifying expenditure;
* Prepare reports for budget holders, including account statements, and report on the financial position to the SLT;
* Maintain an inventory and register of assets;
* Manage and administer appropriate insurances (including making claims) and ensure that contingency plans are in place in liaison with the SLT;
* Monitor and evaluate the operation of financial policies and procedures, recommending changes as required;
* Prepare financial returns as required by the local authority and / or other relevant bodies;
* Manage income generation from the school’s facilities and capacity to deliver services, ensuring that income is invoiced and processed in an accurate and timely fashion;
* Manage and organise the school’s administration and reception functions, delegating responsibility to other admin staff as appropriate;

**Human Resources**

* Ensure efficient operation of payroll systems including annual salary statements;
* Provide advice and guidance for all staff on all matters related to PAYE, NI, pensions and expense payments;
* Ensure completion of processes and documentation for new starters and contract changes;
* Prepare and maintain reports and records using the school’s computerised and paper-based personnel systems, including the Single Central Register;
* Liaise with and support the headteacher on personnel issues, including working with HR;
* Provide advice and guidance to staff and managers on payroll and employment issues;
* Monitor staff attendance, implement procedures and policies for admin, lunchtime supervisory and caretaker staff and support the SLT with regard to other staff teams;
* Liaise with external organisations to ensure that appropriate clearance for new staff is received, i.e. medical checks, child protection, DBS certificates;
* To be responsible for the Performance Management of administrative, lunchtime supervisory and site staff;
* To provide leadership and guidance for administrative lunchtime supervisory and site staff, including direct line management responsibility for team leaders in finance, premises and administration;
* Ensure the school abides by the GDPR (General Data Protection Regulation) requirements;

**Estate Leadership**

* Work with HT on the preparation of capital and maintenance projects;
* Develop and implement schedules of site repairs, maintenance and improvements to school buildings and grounds including furniture, fittings and equipment, assisted by the Caretaker;
* Implement robust control of contractors and associated procedures;
* Consult with the head teacher and manage the letting of the school premises to outside organisations;
* Promote and develop the use of facilities by the school’s extended services and wider community;
* Implement risk assessment and loss prevention strategies in the school to reduce insurance costs;
* Co-ordinate the security and maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property;
* Keep records of fire protection equipment and initiate regular alarm checks;
* Manage emergency procedures, including termly evacuation and in-evacuation practices;
* Ensure that ancillary services, e.g. cleaning are monitored and managed effectively;
* Organise the upkeep of the school site, ensuring that SLAs are appropriate and manage the work of the caretaker;

**Health and Safety**

* Lead on all aspects of Health & Safety ensuring the school is compliant with all health and safety regulations particularly related to the use of the school site and facilities by all internal and external individuals;
* Lead on the development, implementation and review of the Health & Safety Policy;
* Ensure the school’s written Health and Safety policy statement is clearly communicated and available to staff, visitors and other site users;
* Advise upon and implement risk assessment procedures across the whole school;
* Raise awareness of Health & Safety matters to all members of the school community arranging appropriate training, in communication with HT;
* Act as the school’s Health and Safety Officer and Fire Officer;
* Ensure that relevant staff are trained in First Aid and that their training is updated as necessary;
* Ensure effective and compliant systems for the administration of medicines in school;
* Ensure that relevant staff are trained to administer medicines and that their training is updated and necessary;
* Ensure that all testing is carried out annually or in accordance with policy;
* Ensure that the Accessibility Plan is implemented and reviewed annually;
* Ensure that staff have appropriate insurance and other relevant documentation to cover the use of their own vehicles for work related purposes;

**Administration**

* Manage the administrative function of the school, including reception, reprographics and accurate record keeping;
* Manage the school’s telephone and ICT administrative facilities;
* Be responsible for the school’s financial computer network, the implementation of appropriate management information systems and the full computerisation of the administration accounting and record system;
* Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness;
* Ensuring contingency plans are in place in the case of technology failure;

**Safeguarding**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the School Business Manager’s role within the organisation;
* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
* Maintain an accurate Single Central Register and related documentation pertaining to suitability to work with children;
* Implement and maintain effective systems for ensuring medical and first aid provision and skills at the academy are compliant and up to date;

**General**

* The post holder will be expected to undertake such additional duties as may reasonably be required by the Headteacher or Chair of Governors up to a level commensurate with the principal responsibilities of the job;
* The post holder will attend and report to full Governing Body and sub-committee meetings as appropriate;
* Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equality – reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure equal opportunities for all;
* Contribute to the overall ethos / work aims of the school;
* Establish constructive relationships and communicate with other agencies / professionals;
* Participate in training and other learning activities and performance development as required;
* Comply with data protection requirements in all working practice, and maintain confidentiality, as required;