**Job Description**

**Post Title: School Business Manager**

**Responsible for:** Admin Staff, Site Supervisor, Cleaning Team & Catering Team

**Responsible to:** Head teacher

**Salary:** Grade 9 Point 24-28 £28,672 - £32,234 (Pro-rata)

 30 hours (term time only plus 2 weeks)

## Job Purpose

The following is typical of the duties the post holder 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.

The School Business Manager will:

* Be a member of the school leadership team
* Be a support and advisor to the Head teacher, Senior Team and Governing Body
* Be the school’s leading support staff professional assisting the Head Teacher to ensure that the school meets its educational aims.
* 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’s learning objectives.
* Be responsible for leading on all aspects of school finance.
* Be responsible for GDPR and management of the following areas: Financial Resources, Administration, Management of Information Systems, Human Resources, Facilities and Property, Catering Provision and Health & Safety and Risk Management of the school.

**Levels of Responsibility**
* Make daily, direct operational decisions with no recourse to line manager.
* Make strategic decisions in relation to all support functions.
* Project Manage site development schemes.
* Manage change within the support functions of the school.
* Implementation, monitoring and evaluation of systems, procedures and practices.
* Management of budget setting, monitoring and reporting ensuring accurate costing of the school development plan and curriculum over a 5 year rolling period.
* Advise the Head teacher on necessary changes and support the strategic direction of the school.
* Maximise school funds through seeking out additional funding streams.
* Responsible for strategic development of facilities and capital programmes.
* Write/review policies: - Emergency Continuity Plan, all finance related policies, all personnel policies and Health & Safety. Ensure all legal requirements are included and met and make recommendations to Governors where necessary.
* Carry out actions identified on the School Development Plan and contribute to School Self Evaluation procedures.

## Leadership & Strategy

The School Business Manager will:

* Actively model and promote the values and ethos of the school.
* Where appropriate, attend Leadership Team meetings providing strategic direction for a wide range of diverse functions in relation to the School’s non -teaching functions which include: Administration, Finance, Personnel, Catering and Premises.
* Where appropriate, attend full Governing Body and appropriate Governors’ sub-committee meetings reporting on all aspects of Finance, Site, HR, Premises and Risk issues.
* Ensure standards of safeguarding are maintained from a procedural perspective including the maintenance of the single central record, school security and ensuring admin staff fulfil duties.
* In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
* Plan and manage change in accordance with the school development/strategic plan.
* To provide strategic advice, guidance and support to Head teacher & Governing Body.
* To line manage office and premises staff to create a high performing team that is responsible for providing timely and effective school support.
* Undertake duties in relation to the school’s attendance management procedures and initiate intervention actions as required. Regularly advise and report to the Head teacher to ensure absence levels are monitored and addressed.
* To work in a busy school based environment, demonstrating the flexibility and creativity to cope with a range of different situations.
* Carry out any other delegated activities from the Senior Leadership Team to support the effective organisation of the school.

## Financial Resource Management

The School Business Manager will:

* Evaluate information and consult with the Headteacher and Governors to prepare, submit and agree a realistic and balanced budget for school activity.
* Use the agreed budget to actively monitor and control performance to achieve value for money.
* Be responsible for ensuring that specific and appropriate financial information, including additional funding streams such as Pupil Premium, SEND, Sports Funding etc. is provided to the Head teacher and Governors, in a timely manner.
* Be responsible for supporting Governors in completing and submitting the annual Schools Financial Values Standard (SFVS) to deadline.
* Be responsible for leading on internal audits.
* Identify and inform the Head teacher and Governors of the causes of significant budget variance and take prompt corrective action.
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
* Prepare financial reports for the Head teacher and Governors, presenting them to relevant governor committees, ensuring they are timely, comprehensive and accurate, and that enable the school to plan and take appropriate management action.
* Manage financial administration procedures in line with school policy and practice, LA, DFE and EFA guidelines and to advise the Head teacher and Governors if fraudulent activities are suspected or uncovered.
* Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
* Develop the school’s ability to generate further income, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
* Present timely and fully costed proposals, recommendations or bids.
* Play a significant role in any project management undertaken at the school.
* Seek and make use of specialist financial expertise, preparing for LA finance officer visits, and internal audits.
* Maximise income through lettings and other activities, including additional income revenue and funding sources.

## Administration Management

The School Business Manager will:

* Manage the whole school administrative function and lead all admin support staff.
* Ensure efficient and effective strategies for successful communication of information to all stakeholders.
* Define responsibilities, information and support for staff and other stakeholders .
* Manage the administration of all personnel procedures.
* Manage effective induction, appraisal, training & mentoring, for administrative and premises staff.
* Be responsible for timely reports and returns, including PLASC and other pupil data in response to the needs of a variety of audiences including the LA, DfE and Ofsted.
* Ensure the efficient running of SIMS and other IT packages to meet reporting requirements across the school.
* Ensure the effective management of all marketing material, e.g. Prospectus, Handbook and liaise with IT support and teaching staff to ensure the website is kept up to date on a day to day basis and provides an excellent platform for getting information about the school.
* Liaise with outside agencies, companies and providers including supply agencies.
* Liaise with parents in order to obtain the necessary information to access additional funding for Pupil Premium.
* Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
* Establish and use effective methods to review and improve administrative systems.

## Human Resource Management

The School Business Manager will:

* Support the leadership team in the recruitment, performance management, appraisal and development for all non teaching staff.
* Ensure all HR checks/pre-employment checks are complete.
* Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
* Monitor the way policies and procedures are actioned and provide support where necessary.
* Seek and make use of specialist expertise in relation to HR issues.
* Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

## Facility & Property Management

The School Business Manager will:

* Ensure that the school buildings and grounds are maintained to a high standard of presentation in keeping with the vision and aims of the school and that these provide the best possible environment for teaching and learning.
* Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided .
* Line manage the work of the site manager to ensure that the day to day safety and presentation are maintained.
* Direct the work of the site manager in the planning and implementation of new capital projects on site.
* Produce premises reports that are timely, comprehensive and accurate.
* Ensure that business continuity plans are current and up to date so that the school is adequately prepared for a speedy recovery of normal operations.
* Manage the evaluation and preparation of long term development/ refurbishment plans for the school premises.
* Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
* Make available detailed costings and prioritisation lists to enable the school to plan for future development improvements, both within the Asset Management Plan and within budget constraints.
* Ensure the continuing availability of utilities, site services and equipment.
* Follow sound practices in estate management and grounds maintenance.
* Monitor, assess and review contractual obligations for outsourced school services.
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* Maximise the use of the school premises both by school and outside groups.
* Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

## Health & Safety

The School Business Manager will:

* Act as the school’s Health & Safety Coordinator and Fire Officer.
* Plan, instigate and maintain records of fire practices and alarm tests.
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all people.
* 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.
* Enable regular consultation with people on health and safety issues.
* Ensure systems are in place to enable the identification of hazards and risk assessments.
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
* Ensure the maximum level of security consistent with the ethos of the school.
* Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

**Leading and Managing Staff**

The School Business Manager will:

* Be the performance management team leader for all administrative and premises staff.
* Promote the strategic and effective management of administrative and premises staff, identifying training as appropriate and within agreed budgets.
* Support the Head teacher in ensuring clear lines of communication at all levels in order to maintain and enhance effective working relationships among all members of the school community.
* Manage administrative support staff and ensure effective procedures are implemented to maximise the efficient maintenance of all pupil records and data.

The list of duties is illustrative of the general nature and level of responsibilities of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.