



School Business Manager Job Description

Job Purpose

1. The School Business Manager is part of a leadership team providing professional leadership and management, enhancing effectiveness in order to achieve improved standards of learning and achievement in the school.
2. The School 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 in support of the school's learning objectives.
3. The School Business Manager is responsible for GDPR, Financial Resource Management, Administration Management, Management Information Systems, Human Resource Management, Facility & Property Management, Health & Safety Management and Risk Management of the School.
4. The School Business Manager is the school lead professional for non-class based staff who works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

General Duties

Leadership & Strategy

The School Business Manager will:

1. Negotiate and influence strategic decision making within the school's Senior Leadership Team and Governors.
2. In the absence of the Head Teacher, take delegated responsibility for financial decisions.
3. Plan and manage change in accordance with the school development/strategic plan.
4. To lead and manage all school (non class based staff).
5. Act as an ambassador to the school.

Financial Resource Management

The School Business Manager will:

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. Use the agreed budget to actively monitor and control performance to achieve value for money – including benchmarking and trend analysis.
4. Identify and inform the Head Teacher and Governors of the causes of significant budget variance and take prompt corrective action.
5. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
6. Provide on going budgetary information to relevant people.
7. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
8. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
9. Identify additional finance required to fund the school's proposed activities and submit fully costed proposals or bids.
10. Seek and make use of specialist financial expertise in relation to budgets, insurance and claims.
11. Maximise income through lettings and other activities.

12. Monitor the effectiveness and implementation of agreements.
13. Be responsible for the effective management of financial administration procedures.
Including responsibility for compliance with financial regulations so that the school is fully prepared to meet the demands of audit, Ofsted and SFVS.
14. Ensure all controlled bank accounts are reconciled on a monthly basis and operated in line with financial standards.
15. Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
16. Be responsible for the financial aspect of educational trips and activities such as book fairs, after school clubs, music tuition and all charitable fundraising.

Administration Management

The School Business Manager will:

1. Manage the whole school administrative function and lead all non class based staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Establish and use effective methods to review and improve administrative systems
5. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
6. Benchmark systems and information to assess trends and make appropriate recommendations
7. Prepare information for publications and returns for the DfE, LEA and other agencies.
8. Be responsible for the necessary licences and permissions and ensuring their relevance and renewal.
9. Be responsible for maintaining pupil records.
10. Develop partnerships with stakeholders, external agencies and other educational establishments to ensure best practice, resource and relevant data can be shared to enable a more effective service delivery.
11. Ensure technical knowledge is in line with best practice, emerging trends and changes to Government legislation where appropriate.

Management Information Systems

The School Business Manager will:

1. As the DPL, lead the GDPR across the school.
2. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT
3. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
4. Liaise with the IT to ensure school web site is maintain and is up to date/current.

Human Resource Management

The School Business Manager will:

1. Liaise with/manage payroll services for all school staff.
2. Ensure the school's equality policy is clearly communicated to all staff in school.
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and are put into practice.
4. Manage recruitment, performance management, appraisal and development for all support staff.
5. Monitor the relevant legal, regulatory , ethical and social requirements and the effect they have on your school and staff.

6. Monitor the way policies and procedures are actioned and provide support where necessary.
7. Seek and make use of specialist expertise in relation to HR issues.
8. Evaluate the school's strategic objectives and obtain information for workforce planning.
9. Lead the induction process for all new starters.
10. Be responsible for general personnel matters including employment clearances for new staff, safeguarding, medical checks and the upkeep and maintenance of the single central register.
11. Maintain confidential staff records.
12. Maintain HR records regarding staff absences.
13. Effectively operate documentation in relation to the payroll and other personnel systems.
14. Compile and maintain a training matrix to ensure statutory training of all staff in areas of safeguarding and health and safety are up to date.
15. Complete and submit all monthly, termly and annual returns.
16. Manage supply teacher cover.

Facility & Property Management

The School Business Manager will:

1. Liaise with external professionals regarding relevant planning and construction processes to ensure they are undertaken in line with contractual obligations.
2. Work with the Site Manager to co-ordinate efficient operation of the school, the site and all facilities in line with health and safety regulations and risk management. (3,4,5,and 6 are undertaken in partnership with the site manager)
3. Ensure the safe maintenance and security operation of all school premises
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
5. Ensure the continuing availability of utilities, site services and equipment
6. Follow sound practices in estate management and grounds maintenance
7. Monitor, assess and review contractual obligations for outsourced school services
8. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
9. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively (if applicable)
10. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
11. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

The School Business Manager will:

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Ensure the Site Manager Plans, instigates and maintains records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. 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
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. 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
8. Ensure the maximum level of security consistent with the ethos of the school

Leading and Managing Staff

The School Business Manager will:

1. Manage administrative support staff and premises staff and ensure effective procedures are implemented to maximise the efficient maintenance of all pupil records and data.
2. Be the appraisal team leader for all administrative and premises staff.
3. Promote the strategic and effective management of administrative and premises staff, identifying training as appropriate and within agreed budgets
4. 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.

PA Duties to the Head Teacher

The School Business Manager will:

1. Assist the Head Teacher in organising her administration workload.
2. Assemble and prepare papers required by the Head Teacher to attend meetings, prepare reports or reply to requests for information.
3. Sort and prioritise all incoming post.
4. To draft letters and other school documents required by the Head Teacher.
5. Support Head Teacher in managing of filing system.
6. Support Head Teacher with Early Help Meetings.
7. To undertake any other duty as requested by the Head Teacher to ensure the effective and efficient running of the school which are commensurate with the role profile and grade of the post.

General requirements

The School Business Manager will:

1. Attend and participate in training and development courses as required.
2. Attend meetings, liaising and communicating with colleagues, including meeting with SLT (role specific) Governors and staff meetings when required.
3. Have excellent organisational skills and an ability to work efficiently with a high level of accuracy, thereby meeting required deadlines.
4. Have the ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude, developing successful relationships.
5. Have a commitment to the whole life of the school.
6. Attend school events, including fundraising activities in the community.
8. Have a sense of humour and a passion to work as part of a team.
9. Attend Senior Management/Leadership and Governor Meetings when required.
10. Having high expectation of all pupils and being committed to supporting the school in raising their educational achievement.

The Post holder must:

1. Act in compliance with data protection principles in respecting the privacy of personal information held by the council.
2. Comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.
3. Carry out their duties with full regard to the Council's Equal Opportunities Policy, Safeguarding Policy and all other Council Policies.
4. Comply with the Council Health and Safety rules and regulations and with Health and Safety legislation.