**Job title: School Business Manager**

**Salary:** Grade 9 (£29,174 - £32,798 pro rata)

**Hours:** 37

**Contract type:** Permanent, Term time only + 2 weeks (to be agreed with the Headteacher based on the business needs of the school)

**Reporting to:** The Headteacher

**Main purpose**

The post holder will be accountable to the Executive Headteacher and work as part of the Senior Leadership Team in ensuring that the Federation meets its educational aims.

The School Business Manager is responsible for providing professional leadership of all non-curriculum aspects of the Federation in order to achieve improved standards of learning and achievement.

The post holder is expected to promote the highest standards of business ethos within the Federation and strategically ensure the most effective use of resources in support of its learning objectives.

In particular the School Business Manager is responsible for the leadership and management of the Federation’s financial resources, administration, GDPR, management information systems and IT, HR, facilities and property, health and safety, governance, compliance and marketing.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

**Duties and responsibilities**

**Leadership and strategy**

* Be responsible for line-managing of non-teaching support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
* Under the direction of the headteacher, lead on all financial matters in school, to ensure the federation’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals
* As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
* Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
* Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Monitor developments in technology and consider how it can be used to enhance the federation’s business processes, teaching and learning, and staff wellbeing
* Ensure that the federation is prepared for all internal and external audits and Ofsted requirements

**Financial management and fundraising**

* In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
* Submit the budget to the governing board
* Monitor the budget all year round, advising the headteacher where revisions or changes are needed
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
* Comply with financial reporting requirements and submit statutory returns
* Oversee the federation bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
* Develop and implement the federation’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Find and apply for grants
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Manage the federation’s lettings offer
* Ensure the effective and efficient operation of the administration team, delegating tasks to office staff where appropriate
* Undertake other duties in connection with the administration of the scheme of financial delegation as they become necessary

**Human resources**

* Manage the federation’s payroll provision with the payroll provider
* Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
* Maintain confidential staff records and the Single Central Register
* Advise on HR issues within school and liaise with the external HR provider
* Conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency
* Provide leadership and guidance for staff , including direct line management responsibility where appropriate – administration, caretakers and cleaners, lunchtime and out of hours supervisors

**Facility and Property Management**

* Ensure the supervision of relevant planning and construction processes are undertaken in line with contractual obligations
* Ensure the safe maintenance and security operation of all of the federation’s premises
* Manage the maintenance of the federation sites including the purchase and repair of all fixtures and fittings
* Ensure the continuing availability of utilities, sire services and equipment
* Manage the maintenance of the federation Asset registers
* Follow sound practices in estate management and grounds management
* Monitor, assess and review contractual obligations for outsourced school services
* Ensure ancillary services e.g. catering cleaning etc are monitored and managed effectively
* Manage the lettings of the federation premises to external organisations and develop the extended services and local community requirements

**Whole School Administration**

* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for the headteacher, senior leadership team and governing body
* Be the federations designated data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues maintaining confidentiality and security of information at all times
* Be responsible for the GDPR audit file to ensure a good to outstanding level of compliance using the LA audit template
* Be the federation’s educational visits coordinator and oversee all off-site visits and accompanying administration
* Maintain up-to-date SLA’s, licences and contracts as required by the federation
* Answer day to day queries from staff, parents/carers and visitors
* Oversee the opening and distribution of emails to the federation as well as internal and external mail
* Oversee the production of the weekly newsletter and certificates, school website and prospectus in liaison with the Headteacher
* Oversee the co-ordination of school photographs, sales of uniform and other similar tasks including timetabling ensuring best value for money
* Manage the school’s administrative computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record systems
* Manage the administrative function school reception, reprographics, records and telephones
* Minute meetings when required

**Health and safety**

* With the headteacher and deputy headteacher, supervise the maintenance of the school site
* Manage the federation’s compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
* Manage the federation risk registers and carry out regular workplace control measures audits in preparation for the LA H&S audits
* Organise health and safety training for staff
* Maintain the first aid and managing medications register ensuring the correct amount of staff have been trained and are within date

**Compliance**

* Manage the federation’s areas of compliance and statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Track all school policies and ensure they are updated in accordance with the policy review schedule

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.