**Newcastle City Council**

# Job Description

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| **Directorate:**  | Children’s Services  |
| **Division:**  | Schools  |
| **Post title:**  | School Business Manager Level 3 A5156  |
| **Evaluation:**  | 643 Points **Grade:** N10  |
| **Responsible to:**  | Head Teacher  |
| **Responsible for:**  | Admin and Facility Staff as allocated |
| **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 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.

# Strategic Planning

1. To ensure the school makes the best possible use of resources through effective strategic and financial planning.

1. 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. Regularly undertake a full analysis of the implications of these in order to assess the financial implications for the school and to provide advice to the Head Teacher and Governors.
2. To work with the Head Teacher and Governing Body to develop and implement a strategic plan for extended services.

1. To ensure that the financial and resource implications of all potential SLT proposals are systematically and rigorously examined.
2. Maintain an up to date knowledge and understanding of developments in school funding and linked national and local education policy and to

# Finance

1. In collaboration with SLT and Governors lead multi-year financial planning.

1. To ensure the school has appropriate financial systems and to manage all aspects of the school’s financial systems (including voluntary funds such as School Fund) in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained, and that reports are provided on a regular basis to the Head Teacher and Governors.
2. Complete the School Financial Value Standard Statement each year, and evaluate the school’s performance against national benchmarks in order to appraise the Head Teacher and Governors of the reasons for any deviations, to advise on corrective action where appropriate, and to inform future financial decision making.

1. 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 adhered to.

1. To manage SIMS and other appropriate systems giving guidance to other users.

1. To prepare specifications for agreed tenders, projects and the development of long term initiatives for the school and appraise tenders and prepare reports for SLT and Governors.

1. To initiate and manage audit procedures as necessary and produce post audit action plans where needed and reports on progress.

1. To write bids for funding as required.

1. To manage the tendering for all service contracts and monitor all insurance policies, ensure cost effectiveness and best value.

1. To prepare and submit capital and other bids and to monitor and control capital expenditure.

1. To promote the school’s activities and premises with the objective of maximising letting income, within agreed policies.

# Premises

1. To be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishing of the school.

1. To take the lead on compiling, developing and implementing a Premises Maintenance and Development Plan including energy conservation.

1. Through regular contact with the facilities staff, ensure the proper maintenance and repair of the school.

1. To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering, and capital projects.

1. To advise on all Health and Safety matters, including measures to be taken in the event of emergencies.

1. To be responsible for liaison with the Caretaker regarding letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use.

1. To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to the Head Teacher.

1. To manage the security of the school site and to provide advice on issues and improvements.

1. To manage Health and Safety, fire and risk management, and to maintain all required documentation.

# Administration and ICT

1. Work with the SLT to plan for the provision Coordinating planning for the effective provision of IT resources at the school (including hardware/software) that meet the needs of the school.

1. To manage the efficient and effective running of the general offices as one of the school’s main points of public contact, as well as the centre of daily administration.

1. To manage pupil records and attendance data and associated reports, returns and transfers.

1. To manage communication within school, to Parents/Carers and with the wider community including the updating of content and maintenance of the school website.

1. To promote the school to Parents/Carers, partners and the local community.

1. To manage relevant multi-agency relationships.

1. To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

1. To control large scale project management where appropriate.
2. Where the school is undertaking a recruitment process, provide the Head Teacher and Governors with the necessary financial information and implications, manage the communication with prospective candidates ensuring all required documentation is produced and distributed in accordance with agreed schedules. Following appointment, hold the necessary documentation on file for the required time.

# Human Resources

1. To manage Staff Attendance including return to work procedures.

1. To be responsible for the recruitment professional development, appraisal and training of all admin and facility staff, as allocated, and to provide leadership and guidance for them including direct line management responsibility where appropriate.

1. To develop and maintain the Single Central Register for directly engaged staff, agency staff, Governors and volunteers.
2. Provide information to the Head Teacher and Governors on a range of HR issues including pay polices.

# Health and Safety

1. To formulate, monitor, implement and review the school’s Health and Safety policy including the appropriate use of all Risk Assessment procedures.

1. Ensure the installation and maintenance of equipment for protection against and escape from fire (initiating regular fire practices) and maintain all necessary documentation.

1. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.

**Risk Management**

1. Provide ongoing advice to the Senior Leadership Team and Governors of the

school’s current financial position and future resilience advising on actions that should be taken to avoid financial difficulty.