

**NEW SEAHAM ACADEMY
SCHOOL BUSINESS MANAGER**



JOB DESCRIPTION

To support the school in attaining its aims and objectives by managing the school office

MAIN DUTIES:

The following list is typical of the level of duties which the post holder will be expected to perform. **It is not necessarily exhaustive** and other duties of a similar type and level may be required from time to time.

Description Of Role

The School Business Manager will:

- Be a support and advisor to the Headteacher, Senior Leadership Team and Board of Trustees
- Be the school's leading support staff professional, assisting the Headteacher 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.

Duties and Responsibilities

Levels of Responsibility

- Make daily, direct operational decisions with no recourse to line managers.
- Make strategic decisions in relation to all support functions.
- Project manage site development schemes.
- 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 3-year rolling period.
- 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.

Leadership & Strategy

The School Business Manager will:

- Actively model and promote the values and ethos of the school.
- 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 Headteacher, take delegated responsibility for Financial and other decisions.
- To provide strategic advice, guidance and support to Headteacher & Board of Trustees.
- 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 Headteacher 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 Trustees 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 Headteacher and Trustees, 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 and external audits.
- Identify and inform the Headteacher and Trustees 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 Headteacher and Trustees, 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 Headteacher 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.
- 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 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.
- 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.

- 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.

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, Trustees 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:

- 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.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the school's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the school's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the school's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.