



Job Description

Job Title:	School Business Manager
Salary:	PO3-PO5 (£40,155-£49,428) (negotiable subject to experience)
Line Manager:	Deputy Head/Headteacher

Purpose of Post: The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, compliance and administration.

The SBM 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 the quality of education.

As the school continues to grow, it should be assumed that the description below will cover two sites.

General Responsibility

1. The School Business Manager is a member of the Senior Leadership Team and is managed by and directly accountable to the Headteacher and Deputy Headteachers.
2. To act as a member of the Senior Leadership team, working with SLT to lead and manage the school, ensuring that the school maintains and develops high quality educational provision in line with its aims and ethos and develop a strong relationship with the Governing Body, SLT and all school staff to ensure good communication and working practices.
3. To lead and be responsible for the full line management of various teams including the admin and site care, taking particular responsibility for financial strategy, quality staffing and the development and management of the premises.
4. To take particular responsibility for the provision of administrative and human resource functions and systems to support the school in its work of raising pupil achievement, attainment and attendance. This includes full line management of up to 7 staff in various service areas.
5. To be responsible for the preparation and presentation of key reports and documentation to the Headteacher and Governing Body to facilitate effective decision making.
6. To take responsibility for the school's Health & Safety Policy ensuring it is implemented, monitored and developed in order to meet all relevant legislation.
7. To develop links with relevant agencies such as other schools, Local Authorities, funding bodies etc. to help deliver the school's strategic priorities.

Business Support & Finance

- To act as a full member of the school's leadership team sharing the responsibility for strategic planning across the whole institution and

decision making on, and taking part in, the school's day-to-day operation and management.

- To take lead role in all planning, decision making and day to day management related to the full range of support services at the school, providing the Headteacher with recommendations and future actions in the areas of specific responsibility for this post.
- To advise the Headteacher, senior staff and school governors on financial strategy which supports and develops the educational aims of the school; taking on active research regarding local and national developments.
- To ensure that the school's financial procedures are compliant with school, LA and national policies and procedures.
- To evaluate and assess the financial and operational implications of strategic decisions, preparing reports, develop costings and analysis for consideration by the Headteacher, SLT and governors to facilitate effective decision making for particular development projects.
- To ensure that 'best value' is achieved from all goods and services procured by the School using the school's procurement system and benchmarking tools provided by the DFE.
- Oversee school 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.
- To take a lead strategic role in setting, developing and subsequently managing the school's annual budget and standards funds, securing the agreement of the Headteacher and full Governing Body and ensuring spending is rigorously monitored and that efficient and effective records are kept of financial matters with specific reference to financial efficiency and value for money.
- To ensure that the school receives back all refundable monies due, e.g.: Maternity and CPD cover etc.
- To work closely with the Headteacher, ensuring the production of comprehensive staffing projection budgets prior to each financial year, considering curriculum developments and salary progressions for both teaching and administrative staff.
- To meet weekly with the Headteacher to discuss financial reports and other relevant operational issues and weekly as part of the SLT.
- To produce accurate forecasts of expenditure for bid purposes, the implementation of ordering and expenditure plans and the tracking of expenditure and reporting the findings to the Headteacher, SLT and governors.
- To manage the administrative officers/assistants who implement the financial procedures on a day-to-day basis in order to monitor, ensuring that efficient and secure systems are established and maintained for the collection, security, distribution and banking of all cash.
- To be responsible for the probity of all internal accounting systems and procedures, ensuring that these meet the requirements of the LA's financial procedures and the school's finance policy and that due regard of the division of accounting responsibilities is observed.
- To maximise the school's income generation, including lettings, contracts and links with businesses, charities and grant making bodies.
- To ensure sufficient insurance arrangements are in place for the school and its activities.

- To actively manage the Site Manager, maintaining an overview of the site care operational issues including security, whilst building knowledge of the state of repair of all of the school's buildings, grounds and perimeters in order to provide and implement a maintenance schedule.
- To liaise with appropriate school staff, Local Authority staff, external contractors etc. in order to manage a portfolio of contracts that supports the daily operation of the School and secures best value.
- To organise work and liaise with appropriate contractors, Site Manager, Cleaning Supervisor and Catering Manager to ensure that the services provided by the cleaning and catering staff meet best value requirements and the requirements of the school.

Line Management

- To manage and work with the teams to ensure the provision of an efficient and effective support service to all stakeholders of the school.
- To undertake day-to-day management responsibility for staff in various service areas, including leading on the recruitment process, induction of new staff, maintaining positive staff morale and conduct, effective staff communication, undertaking regular training and development.
- To undertake full management responsibility for up to 7 staff.
- To take lead on and work in accordance with the school's safeguarding procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

Human Resources

- To ensure the provision of an efficient and effective human resource service to staff, and ensuring compliance with personnel policies and procedures that apply under school regulations and have been agreed by the Governing Body.
- To lead on absence management, ensuring all school/LA processes are followed by the relevant staff.
- To manage the school's payroll provision with the payroll provider.
- To ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law, LA and school policy.
- To advise on HR issues within school and liaise with the external HR provider.
- To ensure HR administration is carried out effectively and efficiency, e.g. right to work checks, contracts etc.
- To ensure personal records and DBS checks are maintained.
- To ensure safer recruitment practices are followed.
- To conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Administration

- To take management responsibility for the school office and reception area, initially handling any complaints tactfully, attempting to resolve minor matters and refer more serious matters to the appropriate member of staff.

- To oversee and manage the arrangements for appointments and meetings, maintaining and circulating the school diary and taking a key role in staff communication.
- To take strategic responsibility for the development and storage of IT based and manual systems holding pupil information and staff information; developing the school's SIMS computer administration system, advising and establishing new hardware and software and supporting senior leaders and class teachers in its use.
- To ensure that statistical and statutory returns, such as Pupil Census, Workforce Census are completed to deadline.
- To act as clerk to Governing Body or arrange and maintain an appropriate external contractor.
- To devise reports, provide data and supply information required for the termly Headteacher report to governors.
- To ensure the effective organisation of school functions and activities and effective liaison with parents, staff and Friends of Woodlane.
- To manage and monitor the development of policies and procedures and ensure their agreement and adoption by the Governing body or relevant Governing Body sub-committee.
- To maintain accurate pupil records to meet the requirements of the school, LA and the DfE and the collection and transfer of all information associated with admissions and leavers.
- To maintain detailed and accurate pupil admissions waiting list, process applications and liaise with parents and the LA in the admissions process.
- To undertake and distribute all administration associated with pupil exclusion, communicating with key staff where appropriate.
- To work in partnership with the Lead Practitioner to ensure that the EHCP process is effective and efficient.
- To lead the logistics of the school's pupil progress reporting and parents' evening process, ensuring it is effective and efficient.

Public relations

- To liaise with the Headteacher and Governors in devising marketing and promotional strategies for the school, undertaking specific projects as required by the Headteacher.
- To produce school reports such as the school profile and co-ordinate the circulation of the school prospectus and website to outside agencies and individuals.
- To enable the school to be at the heart of the local community by proactively engaging local residents, businesses, the Local Authority and other external agencies.
- To develop networking opportunities with other schools and educational establishments in order to share best practice, and subsequently reporting and making recommendations on these to SLT.
- To participate and represent the School at local networks of School Business Managers and other management groups so that the school is alert to new trends and familiar with current best practice.
- To act as a representative of the school and of the Headteacher at external meetings and in dealings with the Local Authority, contractors, consultants and other external agencies in the areas of specific responsibility for this post.

- To ensure the school Equal Opportunities Policy is implemented in all aspects of this post.

Premises and Health and Safety

- To keep the school's Health & Safety Policy up to date, ensuring that it complies with the Health and Safety at Work Act and that is fully implemented.
- To maintain accurate health and safety logs, including accident reporting etc.
- To carry out an annual health and safety audit.
- To ensure that the school complies with the First-Aid Regulations 1981 in its provision of First Aid to staff, students and members of the public. This includes monitoring the efficacy of the First Aid rota system, ensuring training needs of First Aiders are met and that the regulations for accident/incident reporting are followed. To be a named First Aider.
- Manage records of equipment e.g. Inventory, PAT testing, fire alarms etc.
- Have oversight of all required Site Manager records, monitor and develop these as appropriate.
- To make arrangements for all refurbishments/development and maintenance works if to be funded from revenue/ delegated or capital budgets, including the drawing up of specifications, issuing of contracts, and contract compliance, in liaison with the LA where necessary.
- To be responsible for liaison with LA and contractor personnel regarding cleaning or school meals provision.
- To liaise with the Fire Service and the Site Manager to ensure that the installation and maintenance of equipment is suitable for protection against, and escape from, fire. Keeping records of, and initiating, regular fire practices and alarm testing. Ensuring emergency procedures are kept up to date and familiar to all pupils and staff.
- To ensure a 'risk assessment and hazard identification' schedule is maintained and acted upon in liaison with site staff and the Local Authority's Health & Safety Manager.
- To maintain the Single Central Register in the interest of safeguarding.
- To be responsible for the annual emergency planning policy review.
- To lead on and participate in the School's effective response to civil and other emergencies using skills/expertise school's emergency procedures.

To carry out other associated duties commensurate with the post determined by the SLT.