



# SCHOOL BUSINESS MANAGER

<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	School Business and Administration; Office Team; Premises Team; Catering Team; Childcare Provision Team; Marketing
<b>Hours:</b>	36 Hours – Full Time – 52 Weeks Per Year
<b>Grade:</b>	PO8, Spine Points 45-48

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## Purpose of the post:

- Responsible to the Headteacher and the Governing Body for the efficient conduct of the school's finance, business, legal, personnel management, and premises and all matters within the management of the school which are supportive to, but do not involve, the teaching function, ensuring the school makes the best possible use of available resources
- As a member of the Leadership Team to be responsible for: creating and delivering a shared strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisation structures and functions so that the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and well-being of pupils and staff.
- To generate and co-ordinate new income streams which are supportive of the Catholic ethos of the school, developing partnerships in the local community and beyond
- Risk management and Health & Safety including overseeing of school trips, swimming, extended provision and annual residential school journeys to ensure best value is obtained, safety ensured and policies followed
- To be responsible for the school's compliance with GDPR and be the school's GPO, working in liaison with the LA EGPO
- Day-to-day management of third party contracts including all Service Level Agreements
- Responsible for pay and personnel including Safer Recruitment matters relating to all staff
- To line-manage staff in School Business and Administration, Office Team, Premises Team, Catering Team and Childcare Provision Team and establish an integrated staff team to be efficiently deployed to meet the school's requirements
- To provide a range of personal assistance to the Headteacher

## Responsibilities of the post:

### A Strategic Role

1. Responsibility for strategic planning aspects where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and Local Authority financial policy and procedures
2. To be a member of the Leadership Team with direct responsibility to the Headteacher and Governors, attending management and Governing Body Meetings where appropriate
3. To assist the Headteacher with formulating and developing school priorities, action planning, policies and procedures ensuring these are communicated to staff and parents and consulted on as appropriate
4. To develop, implement and run a successful Marketing Strategy for the school to raise the profile of the school within the community and beyond and attract additional funds for the school
5. As part of the Senior Leadership Team, to be responsible for safeguarding and promoting the welfare of children and staff and to follow all associated child protection and safeguarding policies and procedures as adopted by the school and Local Authority

### B General Management, Organisation and Administration

1. To provide leadership guidance for the managed teams including regular supervision and performance management
2. To provide organisational and advisory support for the Governing Body as required, attending and leading meetings as appropriate and to minute meetings as required
3. To participate in, as part of the Leadership Team, and to minute meetings as required
4. Ensure effective communication and development of systems and procedures across all services in conjunction with the Leadership Team
5. To implement statutory or LA requirements in compliance with current legislation

### C Whole School Administration

1. To manage the administrative function including all procured technological resources and functions and SLAs
2. To provide the preparation and production of all school records and publications
3. To be responsible and accountable for relevant key aspects in the School Improvement Plan and the School Strategy documents
4. Be responsible for the provision of specialist advice and guidance to the Leadership Team/Governing Body etc. on national and local guidelines/policy/statute etc.
5. To co-ordinate the school's compliance with GDPR and be the school's GPO, liaising with the LA EGPO

6. Interpret matters of policy/procedure/stature to ensure the school's compliance and initiate any appropriate action necessary

#### **D ICT Coordination & Management**

1. To coordinate ICT facilities within the school and ensure that all external support is properly procured and managed
2. To manage all ICT requirements, including systems management for the administrative computer network and all processes relating to ICT
3. To research and implement new ICT Resources and Systems in liaison with the ICT Leader and ICT Technician to manage curriculum ICT and school digital strategy delivery requirements

#### **E Finance and Business**

1. To implement the financial decisions of the Headteacher and Governing Body
2. To formulate short- and long-term budget strategies with agreed procedures which are reviewed quarterly and annually. Prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year
3. To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long-term financial strategy for the future development of the school
4. To attend the Committee Meetings and Full Governing Body Meetings providing advice, producing and monitoring reports as required
5. To be the budget holder for the school premises, services, catering and administrative budgets and provide monthly budget monitoring reports for the Headteacher
6. To operate all bank accounts, for public funds, school fund, school journeys and any external grants and to undertake monthly reconciliations
7. To prepare financial returns as requested by the DFE, the LA, Inland Revenue, Customs & Excise and other statutory authorities
8. To be responsible for the presentation of regular management analyses reports and longer term assessment on income and expenditure in relation to the school's budget within the School Improvement Plan, including FEEE, EHCP, Pupil Premium and PE and Sports Premium
9. To monitor and control expenditure, including the monitoring of all ordering, and payment of invoices. To undertake the accounting for the school, recommending appropriate action where necessary
10. To ensure that the School Financial Regulations and procedures are carried out in line with current regulations and LA Financial Regulations and that they are annually reviewed
11. To obtain comparative quotes, where appropriate, in order to receive best value for money
12. To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money
13. To be responsible for ensuring the banking of monies, payment of invoices, debt recovery to the school, and payment where appropriate, of any weekly paid casual staff
14. To continually monitor and review in the best interests of the school, the school's insurance and process where loss or damage occurs
15. To be responsible for monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement
16. To prepare bids for capital development projects and other grants to maximise income generation within the Catholic ethos of the school
17. To ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested

#### **F Human Resources Management**

1. To be responsible for general personnel matters of staff employees
2. To have up-to-date Safer Recruitment Training ensuring all policies and procedures around employing staff are effectively carried out
3. To ensure required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, pensions, expenses, sickness and maternity procedures
4. To monitor absence and undertake return to work interviews with non-teaching staff and liaise with Occupational Health and HR when necessary
5. To maintain confidential staff personnel files, and ensure that staff records held in the school by others are kept confidential
6. Be responsible for all office safeguarding and safer recruitment procedures to be in place and adhered to generally, particularly in relation to the Single Central Record (DBS checklist) and recruitment
7. Ensuring all HR procedures and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken
8. Ensuring all censuses are completed each term and submitted
9. To carry out induction reviews with all new support staff

#### **G Premises**

1. Arrange for all premises and plant insurance and liability insurance policies to be taken out annually
2. Be responsible for the main health and safety specific to the school and how they relate to pupils, staff, visitors and contractors
3. Ensure that contracts for annual health and safety checks are carried out by the relevant services

4. To provide and document effective Risk Management, for example, in Health and Safety and in the management of any third party service contracts
5. To prepare and oversee the implementation of the Business Continuity Plan (Emergency Planning and Procedures). Ensure all staff are regularly trained
6. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
7. Ensure and monitor appropriate comprehensive records in relation to premises management
8. To lead the planning and implementation on site of new capital and refurbishment projects
9. To maximise the use of the accommodation both by school and outside agencies in order to generate income  
To advise the Governing Body on all aspects of premises and Health and Safety

## **H Marketing**

1. To promote the school to different audiences, including the press, to raise the profile of the school
2. To examine opportunities for marketing the school including the maintenance and development of school communication systems including the school website, the school brochure, social media and newsletters making recommendations on these to the Headteacher
3. To develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these.

## **I Other**

1. To carry out other related duties to meet the needs of the school as appropriate to the grade

## **Equal Opportunities**

- To implement the Single Equality Scheme and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## **Health and Safety**

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy and including such information, training systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

## **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

**Job Description prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreed by Post Holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_