

## **School Business Manager Job Description**

**Job Title: School Business Manager**

**Work Location: St James' Church of England Junior School**

**Reports To: Headteacher**

**Grade: H**

**Salary Range: £34,834-£37,336**

**Leads & Manages: School Office, MDS, Cleaning and Caretaking Staff.**

### **Job Purpose**

To manage the day-to-day administrative functions of the school, including line management of administrative staff, to support the smooth running of the school. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

To adhere to financial regulations, health and safety, data protection and other legislation relevant to duties.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and provides a link between the DDAT Central Operations and Finance Teams and the school, ensuring the most effective use of resources in support of the school's learning objectives.

### **General Duties**

#### **Leadership & Strategy**

1. Attend relevant Senior Management/Leadership Team, relevant full Governing Body and appropriate Governors' sub-committee meetings and present financial data and information.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Headteacher, take delegated responsibility for Financial and other non teaching decisions.
4. In the absence of DSL's deputise and attends meetings as necessary and deal with any concerns.
5. Plan and manage change in accordance with the school development/strategic plan

6. To lead and manage Admin staff, MDS, Cleaning and Caretaking staff.
7. Responsibility for all statutory and trust return requirements for school.
8. To create and carry out induction packages for all staff.

#### **Financial Resource Management**

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the schools' proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements meeting regulations for tender and contractual arrangements.

#### **Administration Management**

1. Manage the whole school administrative function and lead Admin staff, MDS, Cleaners and Caretakers
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goal
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems

7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines

### **Human Resources Administration**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures are adhered to.
4. Manage recruitment, performance management, appraisal and development for Admin staff, MDS and Cleaners and Caretakers.
5. Manage the SAMpeople HR system ensuring the HR data is kept up to date.
6. Monitor the relevant legal, regulatory ethical and social requirements and the effect they have on the school and staff
7. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
8. Monitor the way policies and procedures are actioned and provide support where necessary
9. Seek and make use of specialist expertise in relation to HR issues
10. Evaluate the school's strategic objectives and obtain information for workforce planning
11. Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities.
12. Conduct return to work meetings and carry out absence review meetings in collaboration with the Headteacher.
13. Manage the school's single central record in line with statutory guidance, including carrying out DBS, pre employment checks and maintaining all employment records both electronic and hard copies.

### **Premises Management**

1. Ensure the supervision of relevant planning and construction processes undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations of outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure

environment in which due learning processes can be provided

8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisation, for the development of the extended services and local community requirements

### **Health & Safety**

1. Act as the schools' Health & Safety Co-ordinator and Fire Officer
2. Manage and maintain records of fire practices and alarm tests
3. Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people
4. 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
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors, DDAT and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Work alongside School SENDCO to 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.

### **Person Specification**

#### **Experience:**

- Relevant experience in a similar role (essential) in a school environment (desirable).
- Experience of managing change and implementing new systems/procedures/controls.
- Experience of preparing and presenting data and reports (essential).
- Experience of preparing and monitoring detailed budgets (essential).

#### **Qualifications/Training:**

- 5 x A\*-C GCSE or equivalent to include English and mathematics (essential)
- Degree level qualification with substantial financial management experience (desirable).
- Certificate or Diploma in School Business Management (desirable).
- First aid qualification (desirable).

#### **Practical skills:**

- Competency in MS Office suite of applications (essential).

- Familiarity with school MIS (desirable).
- Working knowledge of a range of administration procedures
- Working knowledge of law with regard to health and safety legislation, employment legislation, contracts, Freedom of Information Act, copyright and data protection.
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals.

**Personal qualities and attributes:**

This role will demand above average levels of organisational ability (self and others), tact, diplomacy, courtesy and flexibility. The ability to build and form good relationships with children, colleagues and other professionals is important.

- Ability to lead and direct work of the Office Administration and support staff.
- Proven organisational skills with a high level of accuracy
- Commitment to the school's ethos, aims and its whole community
- Commitment to the highest standards of child protection and safeguarding
- Excellent interpersonal and communication skills

**Signed by Postholder:** .....