



SCHOOL BUSINESS MANAGER

Salary M1 (between £34,788 - £38,813 dependent upon experience)

Dependent upon qualifications and experience

Full time, Permanent

Specific Responsibilities:

This is a highly significant and very senior post within the school, which carries with it responsibility for school leadership at the highest level (working closely with the Principal), for strategic leadership and significant operational management of whole school responsibilities. The post requires you to work collaboratively with Middle and Senior leaders as well as leading and managing all support staff colleagues. The postholder is accountable directly to the Principal.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Principal's notice. The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Core Tasks:

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Principal in his/her duty to ensure that the school meets its educational aims.
2. 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.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager will support the Trust Business Manager in the Financial Resource Management/Administration Management/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

In addition, the School Business Manager will undertake any professional duties reasonably delegated by the Principal.

Strategic Role:

- Attend Senior Leadership Team meetings and any appropriate events with Senior Leaders as required
- Plan and manage change in accordance with the school development/strategic plan
- To support school support staff and their effective professional development
- Effectively market the school and generate income through bids and other activities
- Fully embrace changes to the academic landscape.

Supporting the Financial Resource Management – as a School Business Manager you have a responsibility to:

- Evaluate information and consult with the Trust Finance team to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Principal and Trust Business Manager for approval and assist the overall financial planning process
- Use the agreed budget to actively monitor and control performance to achieve value for money

- Identify and inform the Principal and Trust Business Manager of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Advise the Trust Business Manager if fraudulent activities are suspected or uncovered
- Maintain a strategic plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Actively seek to generate additional funds to support the main school's general annual grant
- Maximise income through lettings and other activities
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements
- Support the Finance Assistant

Supporting Administration Management – as a School Business Manager you have a responsibility to:

- Manage the whole school administrative function and lead all support staff
- Follow the Trust administrative systems that deliver outcomes based on the school's aims and goals
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations

Supporting the Human Resource Management – as a School Business Manager you have a responsibility to:

- Support the payroll services for school staff including the pension schemes and associated services.
- Ensure the Trust equality policy is clearly communicated to all staff in school
- Manage recruitment, performance management, appraisal and development for key staff.
- Ensure there is a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Leading the Facility and Property Management – as a School Business Manager you have a responsibility to:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- 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 a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly
- Line manage the Premises Manager.

Leading the Health and Safety Management – as a School Business Manager you have a responsibility to:

- Act as the school's Health & Safety Co-ordinator 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, Governors 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.