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**Job Description**

**Post Title School Business Manager**

**Pay Range** ME13: SP 40-43 £37,293 to £40,086

**Line Managed by** Executive Headteacher/ in her absence the Headteacher

**Line Manager of** Admin Staff, Site Manager, Midday Supervisors, Marketing officer

**Job Summary**

Strategic responsibility for

* Finance
* Personnel Management
* Premises Management
* IT
* Health and safety
* Whole school administration
* Support staff
* Catering
* Marketing and communication

The Business manager will be responsible to the executive Headteacher and in her absence the Headteacher. She will be a full member of the Senior Leadership team

To lead and line manage

* + Finance
  + Catering
  + SITE
  + Administration
  + IT infrastructure and operation
  + Marketing
  + Health and Safety
  + Personnel
  + Whole school administration

**Finance**

1. Lead operate maintain and develop financial procedures, systems and procurement in the school ensuring the best possible use of resources available.
2. Ensure that appropriate finance management information is provided to the Headteacher

and Governing Body and attend Governors’ committee meeting.

1. Prepare annual budget/projections for all areas of expenditure within the school improvement plan
2. Ensure audit and statutory financial requirements are met/adhered to
3. Undertake the application, monitoring and management of grant funding for capital projects
4. To be responsible for the area of personnel management.
5. To lead review and develop administration of catering & midday supervision.

**IT infrastructure and operation**

1. Consider approaches for existing use and future plans to introduce or discard technology in the school.
2. Consult with relevant people to introduce new technology or improve existing technology for different purposes.
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
4. Establish systems to monitor and report on the performance of technology within the school.
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
6. Ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
8. Manage the administrative ICT facilities, School reception, reprographics, records and telephones.
9. Line manage the school website

**Facility & Property Management**

1. Ensure the estate's condition is of the highest standard
2. Ensure an annual maintenance plan is reviewed and evaluated
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
5. Monitor, assess and review contractual obligations for outsourced school services.
6. Ensure a safe and secure environment for the stakeholders of the school.
7. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
8. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
9. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
10. Alongside the ex/ Headteacher, prepare work specifications for tender and assist with the selection of contractors.
11. Maintain an assets register and inventory.

**Health & Safety**

1. Act as the school’s Health & Safety coordinator and Fire Officer.
2. Plan, instigate and maintain records office 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 and where appropriate the Health & Safety Executive.
8. Ensure the annual review of the Critical incident Policy
9. Ensure the maximum level of security consistent with the ethos of the school.
10. 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.
11. Be responsible for the letting of school premises
12. Be responsible for mobile phones used for school trips

**Marketing and Liaison**

1. Promote the school to different audiences and raise the profile within the local community.
2. Investigate possibilities for collaboration.
3. Ensure effective liaison with other schools. For example by linking to a learning network and accessing training on a group basis to reduce costs and/or improve accessibility.
4. Ensure effective liaison with all interested parties and agencies involved in delivering successful extended school services, including clubs and peripatetic music teachers.
5. Liaise with local businesses for fundraising and joint projects.

**Catering**

1. To be responsible for staffing midday and break time supervision
2. To manage the catering contract

**Whole school administration**

1. To manage the administration function including school reception, reprographics, records and telephones
2. To be responsible for the MIS in relation to Financial and Personnel records
3. To be responsible for the census return
4. In liaison with the IT provider obtain the necessary licenses and permissions

**Any other reasonable duties as may require by the Headteacher**

**Person Specification – School Business Manager**

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| **Business Manager Selection Criteria** | **Essential or**  **Desirable** |
| **Qualifications** |  |
| * A recognised professional qualification in finance, accounting or business and administration * Ability and willingness to develop   skills further | * Essential |
| **Experience** |  |
| * Previous experience of a financial environment, operation of Financial Management systems and budget management, including month/year end reporting and maintaining strong financial controls * Successful administration and financial management experience * Experience of leading and working as part of a team * Experience in an educational setting * Experience of customer liaison work, face to face * Experience of marketing and business planning | * Essential * Desirable * Desirable * Essential * Desirable * Desirable |
| **Professional knowledge and understanding** |  |
| * Understanding of employment and health and safety legislation * Understanding of data protection requirements * Knowledge and understanding of financial systems and procedures * Knowledge of strategic budget planning and monitoring * Understanding of educational finance issues * Knowledge of legislation relating to school governance * Experience of negotiating contracts and procurement * Evidence of knowledge, understanding and skill in generating   additional income from external sources   * Ability to implement and follow financial standards and procedures * Good organisational, prioritisation and record keeping skills * Self-directing and able to use own initiative to make appropriate decisions and identify innovative solutions to problems not previously experienced. * The ability to function to the highest professional standards in a demanding and constantly evolving school environment * Resilient and able to meet demands of high pressured environment, dealing with challenges when required * Ability to use own initiative, as appropriate, prioritise and meet deadlines * Experience of leading on health and safety and risk assessments | * Essential * Essential * Essential * Essential * Essential * Desirable * Desirable * Desirable * Essential * Essential * Essential * Essential * Essential * Essential * Desirable |