



Job Description

Post Title:	Business Manager	Post No:	SBM
Post hours:	36 hours per week, 52 weeks per year 8.30 am – 4.30 pm daily plus SLT Oversee EFA forecast in July and closing of financial year at the end of August in conjunction with the Finance Officer. Ad-hoc work as required in school holidays.	Grade:	BEX14
Responsible to:	Head Teacher Governors		
Responsible for:	Premises Manager, Office Manager, Finance Officer		
Important Internal Relationships:	Headteacher, Governors, Teaching Staff, Support Staff, Pupils, Premises Team		
Important External Relationships:	Parents, Visitors, Local Authority, Community Links, Contractors, Other Business Managers		
Main purpose of the job:			
<div>1. The Business Manager works with the Headteacher on the strategic management of the school budget.</div> <div>2. The Business Manager is the school's leading support staff professional and works as part of the SLT to assist the Headteacher in their duty to ensure that the school meets its educational aims.</div> <div>3. The Business Manager is responsible for providing professional leadership and management of school support staff in partnership with the staff team to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.</div> <div>4. The Business Manager promotes the highest standard of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the schools learning objectives.</div> <div>5. The Business Manager is responsible for the Facility and Property Management and Health and Safety management of the School.</div> <div>6. The Business Manager will ensure that all aspects of human resource management, reception, parent/carer liaison, multi-agency liaison and student business and school events are co-ordinated providing a seamless, effective service.</div> <div>7. The Business Manager will oversee support staff absence management including authorisation of requests for time off work.</div>			
Major Duties and Responsibilities:			
<u>Leadership and Strategy</u>			
<div>1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors sub-committee meetings.</div> <div>2. Negotiate and influence strategic decision making with the school's Senior Leadership Team.</div> <div>3. To lead and manage school Office Manager, Premises Manager, Finance Officer including performance management.</div> <div>4. Provide admin support to Headteacher and SLT – typing contracts, analysing data, drafting letters, phone calls, greeting visitors.</div>			

Financial Resource Management

1. Strategic management of school budget including planning, preparation and amendments
2. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
3. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process.
4. Ensure the budget incorporates links to the School Improvement Plan and demonstrates clearly the priorities of the school
5. To oversee the school's financial accounts including the voluntary fund.
6. Responsible for the Finance manual and financial procedures including keeping them up-to-date and in line with the requirements of the EFA / Academies handbook
7. To liaise with the Home School Association as and when required.
8. Use the agreed budget to actively monitor and control performances to achieve value for money.
9. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
10. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
11. Supervise the ongoing budget and ensure that information provided is correct and consistent.
12. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
13. Maintain a strategic financial plan that will include the trends and requirements of the school development plan and will forecast future year budgets.
14. Identify additional finance required to fund the schools proposed activities.
15. Seek and make use of specialist financial expertise.
16. Develop school lettings and oversee in conjunction with the Office Manager / Headteacher.
17. Responsible for the Lettings policy and for keeping it up-to-date and in line with current legislation and school information.
18. To write bids and maximise funding streams, identify and apply for grants.
19. Obtain high quality quotes and tenders in line with school requirements and procurement regulations.
20. Present timely and fully costed proposals, recommendations or bids.
21. Monitor the terms and conditions, effectiveness and implementation of leasing agreements.
22. Maintain an inventory of school resources and write off as required (asset register)
23. Responsible for the pension end of year returns and pension administration
24. Manage, develop and train the Finance Officer including PFM

Administration Management

1. Oversee the whole school administrative function and lead all support staff. Liaise directly with Office Manager to ensure the efficient running of the office.
2. Review and improve the support staff structure to deliver outcomes based on the school's aims and goals.
3. Manage systems and link processes to ensure a smooth and efficient administration which meets the needs of the school.
4. Define responsibilities, information and support for staff and other stakeholders.
5. Ensure value for money decision making in all admin functions including research and solutions.
6. Use data analysis, evaluation and reporting systems to ensure systems are streamlined to maximum efficiency and avoid duplication.
7. Benchmark systems and information to assess trends and make appropriate recommendations.
8. Supervise the preparation of information for publications and returns for the EFA, LA and other agencies and stakeholders within statutory guidelines.
9. Manage, develop and train the Office Manager including PFM.

Facility and Property Management – undertaking the roles of management, co-ordination, monitoring and evaluating.

1. Manage, develop and train the Premises Team.
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
3. Produce termly premises reports for governors with appropriate research and information relevant to projects
4. Ensure the safe maintenance and security operation of all school premises.
5. Manage the maintenance of the schools site including the purchase and repair of all furniture and fittings.
6. Develop a 5 year premises plan in conjunction with the Premises Team to ensure the school buildings are maintained appropriately and regularly reviewed.
7. Manage the workload for the premises team to ensure school holiday periods are maximised and utilised effectively.
8. Ensure the continuing availability of utilities, site services and equipment.
9. Follow sound practices in estate management and grounds maintenance.
10. Monitor, assess and review contractual obligations for outsourced school services.
11. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
12. Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively including overseeing PFM.
13. Responsible for the letting of school premises to external organisations.
14. Seek professional advice on insurance and advise the governors, SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Human Resources

1. Lead and manage support staff including performance management
2. Oversee the recruitment process of all staff members
3. Manage payroll processes.
4. Support Headteacher and SLT in all HR issues.
5. Oversee HR records and ensure Office Manager has SCR up to date
6. Review staff structure and ensure job descriptions, adverts and roles reflect the requirements of the school.
7. Support staff absence management including return to work interviews, occupational health referrals and risk assessments.
8. Respond to absence requests for all staff. Liaise with Finance Officer re unpaid leave to ensure payroll and personnel records are correct.

Health and Safety – undertaking the roles of leading, co-ordinating, monitoring, evaluating

1. Responsible for whole school health & safety including premises, accidents and incidents and reporting to HSE.
2. Responsible for the Health & Safety policy and for keeping it up-to-date with current legislation
3. Carry out risk assessments as required.
4. Act as the schools Health and Safety co-ordinator and Fire Officer.
5. Ensure the schools written Health and Safety policy statement is clearly communicated and available to all people.
6. Ensure the Health and Safety policy is implemented all times, put into practice and is subject to review and assessment at regular intervals or as situation change.
7. Enable regular consultation with staff on health and safety issues.
8. Ensure systems are in place to enable the identification of hazards and risk assessments including fire safety.
9. Undertake appropriate health and safety qualifications and courses as required
10. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate and Health and Safety Executive.
11. Ensure the maximum level of security consistent with the ethos of the school.
12. 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.

Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: <i>(if required)</i>	