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| JOB DESCRIPTION |
| School Business Manager |

**Line management**: Responsible to the Headteacher

**Main purpose of job:**

* As part of the School Leadership Team, to assist the Head Teacher to ensure that the School meets its educational aims and requirements.
* To provide professional leadership and management of the non-teaching support staff to ensure effectiveness in enabling excellent standards of learning and achievement throughout the School.
* To provide strategic vision and leadership in all aspects of finance, administration, human resources, health & safety, catering, premises and asset management.
* To positively contribute to the development of the school’s strategic decision-making as a member of its Leadership Team.

**DUTIES AND RESPONSIBILITIES**

**Strategic Leadership Role:**

* Lead the management, development, monitoring and evaluation of complex school systems for finance, human resources, estate management, whole school administration and marketing, in order to respond to the changing needs of the school and achieve best value.
* Understand the effects and implications of complex government policies, legislation and directives and support the Headteacher in leading consequential strategic developments in budgetary, staffing or premises processes.
* Lead financial and business management functions to deliver the priorities identified within the School Improvement Plan.
* To lead and support strategic decision-making within the school’s leadership team to enhance teaching and learning and continuously improve standards.
* Advise senior leadership team colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives

**Financial Management:**

## Lead the school accounting and business functions, using specific expertise in financial management, ensuring operations comply with Government (HM Revenue and Customs and DfE), LA, SFVS, and Audit requirements.

# Be responsible for the planning and implementation of the School’s financial strategy to effectively manage a budget in excess of £1.5m.

# Be responsible for the production and management of the School’s annual and three-year budget (with regard to sustainability) and submit budget proposals to the Head Teacher and Governing Body for their approval.

* Be responsible for production of regular management accounts for budget holders and present the termly financial report to the Finance Committee of the Governing Body.
* Be responsible for the management and monitoring of budgets, payroll and all accounting procedures – addressing any issues arising.
* Liaise with other LAs and relevant bodies to negotiate and maximise funding for SEND pupils in School.
* Lead the process of preparation, negotiation, tendering, management and monitoring of projects, contracts, and agreements of contract services, applying principles of best value.
* Work with the leadership team in preparing and developing policies, procedures and reports.

**Resources and Estate Management:**

* Ensure the School makes best possible use of its resources through effective strategic planning including consideration of all financial implications and ensuring that best value principles are adopted.
* Generate, maximise and coordinate new and existing income streams that are supportive of the ethos of the school.
* Produce timely and fully costed proposals ensuring they are sustainable and fit-for-purpose (e.g. through three-year budgets).
* Project-manage premises developments (including Devolved Capital) and be responsible for the planning and implementation phase of the contract.
* Lead and manage the Site Team and their planning processes ensuring creative and efficient development, safety and maintenance of the school site, buildings and grounds.
* Liaise with LA, Contractors and others as appropriate in relation to major site works, repairs or development.
* Lead the school’s compliance with Health and Safety, Fire and DDA legislation and regulations.
* Lead and develop effective maintenance and security systems, to ensure the efficient operation of all facilities on the property.
* Liaise with the School’s caterers regarding all aspects of the catering contract.
* Be responsible for school inventory systems and the organisation and disposal of stock
* Be responsible for charging and letting systems.

**Administrative Leadership and Management of Human Resources:**

* Manage the provision and development of complex administrative and personnel support to the Headteacher and leadership team.
* Work with the Leadership Team in creating, preparing and developing complex school and governing body policies, procedures & reports.
* Lead the recruitment of business management, caretaking and cleaning teams (if applicable), managing the associated employment procedures.
* Lead the business management, caretaking teams including performance management ensuring an effective and efficient service is provided, and meeting their deployment and training needs as appropriate.
* Propose creative strategies for staff deployment and departmental structure in order to meet the school’s operational and business needs.
* Lead the development and maintenance of recruitment, retention, induction and mentoring packages and systems.
* Lead the management, maintenance, safekeeping and accuracy of staffing records and all aspects of contractual personnel administration.
* Lead specific projects researching, delegating and distributing leadership as appropriate.
* Lead and participate in training and other learning activities and performance development.
* Create, develop and lead school systems to ensure the school’s compliance with DBS regulations and the maintenance of the Single Central Register.

**Health & Safety Management**

* Ensure the adequacy of Health & Safety procedures and management in liaison with Health & Safety Coordinator and Site Manager.
* Develop and maintain the School’s Business Continuity Plan.

**All staff at Garston Manor are expected:**

* To understand and comply with the Council’s Equal Opportunities policy
* To uphold and comply within the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation or council policies and procedures relating to Health and Safety at work.
* To help in raising the academic and social achievements of all pupils**.**

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Head Teacher that are broadly within the grading level of the post and the competence of the post holder.

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| **Knowledge and Experience**   * Experience in leading and managing teams and resources * Working at the level of Tier 3 of the NASBM Professional Standards * Completed or working towards Level 5 Diploma in School Business Management as minimum * Good knowledge of ICT systems (word, power point, Excel. SIMS) * NVQ level 5 minimum professional qualification (or equivalent) * Level 1 Safeguarding | **Competencies**   * Leadership * Mentoring * Developing people * Wider thinking * Project management * Planning and Organising * Analytical Thinking * Delegation |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*