



AMERSHAM SCHOOL

A Business and Enterprise College

JOB DESCRIPTION

POST:	Business Manager
CONTRACT:	Permanent
GRADE:	Range 9
PATTERN:	37 hours/ 42 weeks per annum
SALARY RANGE:	BP9 £41,618 - £46,455 FTE £38,496 - £42,970 Actual

LEADS AND MANAGES: Finance, Site Services, Reprographics, Café Amersham

The School Business Manager is the school's leading support staff professional and works as part of the Extended Senior Leadership Team to assist the Head Teacher in her duty to ensure that the school meets its educational aims.

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.

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.

The School Business Manager is responsible for the Financial, Administrative (some), ICT, Human Resources and Site management in line with school policies and to ensure that the school meets the standards set by the Education Funding Agency/DfE

LINE MANAGEMENT RESPONSIBILITIES

- Finance Office
- Site Services
- Reprographics
- Catering (Café Amersham)

GENERAL DUTIES

Leadership & Strategy

- Attend Senior Leadership Team, and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Leadership Team
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage Finance, Site Services, ICT, Reprographics and Catering staff
- To oversee the implementation of the efficiency agenda.



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Financial Management

- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Headteacher and Governors for approval and manage the overall financial planning process
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors 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
- Provide ongoing budgetary information to relevant people
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future (3) year budgets
- Identify additional finance required to fund the school's proposed activities. 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
- Liaise with the school's auditors to ensure that all regulatory returns including the annual accounts, budget forecasts and property returns are finalised and reported/returned in a timely manner.

Administration Management

- Oversight and management of the Finance, Site Services, Reprographics and Catering function and lead all relevant support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- 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
- Prepare information for publications and returns for the DfE, EFSA, LA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Manage the relationship with any external hardware, software and support suppliers ensuring value for money and effectiveness of service
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes



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- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- 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
- Ensure contingency plans are in place in the case of technology failure
- Work with the Data Manager to ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

- Oversee the Finance Manager in providing payroll services for all school staff including the management of pension schemes and associated services
- Ensure the school's equality policy is clearly communicated to all staff in school
- With the Headteacher, ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- With the Director of Communications, manage teacher and support staff recruitment
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff
- Ensure people have 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
- Source and make use of specialist expertise in relation to HR issues (existing external advisers - Ellis Whittam)
- With the Headteacher, ensure that the staffing structure meets the strategic objectives and needs of the school and is accurately costed within budget

Facility & Property Management

Oversight of the Site Services Team to ensure delivery of the following services:

- 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
- Through a third party company, manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.



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- Seek professional advice on insurance and advise the SLT on appropriate insurances for the School and implement and manage such schemes accordingly.

Health & Safety

Oversight of the Site Services Manager to ensure delivery of the following services:

- 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 Leadership 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

The duties of this post may vary from time to time without changing the general character or level of responsibility involved.