

School Business Manager



Directorate:	Children & Young People
Service:	Secondary School – Werneth School
Post Responsible to:	Head Teacher
Post Responsible for:	Support function in School
Hours:	37 hours a week
Grade:	Scale M Band 4 point 40-46

(Postholder must attain Enhanced DBS Certificate)

Job overview

- To work closely with the Headteacher and as a member of the Senior Leadership Team to provide outstanding leadership to staff and the Governing Body.
- To provide strategic vision and leadership in all key areas of finance, premises, catering, human resources and health & safety.
- In the absence of the Headteacher, take delegated responsibilities for financial and other related decisions.
- 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 Resource Management/ Administration Management / Management Information and ICT / Human Resource Management / Facility & Property Management / Health & Safety Management of the School.

Leadership & Strategy

- Attend meetings and present reports to the Senior Leadership Team, Full Governing Body and Resource Committee and other teams where appropriate.
- Contribute to the Strategic Vision within School Business Plan and ensure the plan is financially viable strategically.
- Plan and manage change in accordance with the school development / strategic plan.
- Negotiate and influence strategic decision making within the school's Senior Management / Leadership Team.

Financial Resources Management and Systems

- Discuss, negotiate and agree the final budget and lead the overall financial planning process.
- Develop and prepare a rolling five year financial plan.
- Preparation of a realistic and balanced annual budget for school activity.
- Provide the Headteacher, Leadership Team and Governors with regular reports on the schools income, expenditure, assets and liabilities.
- Ensure appropriate financial reports are generated for cost centre managers to enable compliance with budget plans.

- Prepare and submit periodic returns required by Stockport Metropolitan Borough Council.
- 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.
- Ensure the school has appropriate financial systems and manage all aspects of the school's financial systems (including school fund accounts) in accordance with agreed LA and local policies and timetable; ensuring accurate financial records are maintained and reporting on a regular basis to the Head Teacher and Governors.
- Ensure financial procedures are in place to meet with standing financial instructions (audit).
- Advise the Headteacher and Governors if fraudulent activities are suspected and uncovered.
- To proactively seek out income revenue opportunities.
- Ensure financial transactions in the school are carried out in the appropriate manner in accordance with relevant statutory, DfE and Ofsted requirements.
- Operate all school bank accounts, ensuring that a full reconciliation is undertaken and checked, at least once a month, and resolve any discrepancies promptly.
- Seek and make use of specialist financial expertise.
- Manage the Community Use lettings of the Sports Hall, maximising income
- Monitor SLAs and contracts to achieve best value.
- Ensure SFVS standards are met and SFVS statues achieved.

Facility and Property Management

The School Business Manager will be specifically responsible for the following areas:-

- Ensure effective project management of major development works.
- Monitoring and control of capital expenditure of buildings and grounds, placing of contracts, appointment and monitoring of contractors, ensuring that the school maximises its potential from suppliers.
- Prepare the annual plans for building and site maintenance and development and present these to the Leadership Team and Governing Body.
- Lead, with the Site Manager, an Improvement Plan to develop the premises and site to take account of short, medium and long term needs.
- Through line management of the Site Manager, ensure the proper maintenance and repair of the school is carried out.
- Ensure an excellent service is provided to clients and stakeholders who use the site.
- Ensure the maximum level of security is consistent with safeguarding legislation and the ethos of the school.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure ancillary services e.g. catering, cleaning etc. are monitored and managed effectively.
- Seek professional advice on insurance and advise the SLT on appropriate insurance for the school and implement and manage such schemes accordingly.

Human Resources

- Work with the Headteacher, Deputy Headteacher, Assistant Headteacher and SLT to ensure that the administrative staff objectives and performance are directly supporting the educational needs and priorities of the school.
- Prepare for approval by the Headteacher, Leadership Team and Governors annual staffing plans.
- Support (where appropriate), senior staff in dealing with personnel and contract issues.
- Work with Human Resources to ensure effective and highly professional processes in human resource activities are adhered to.
- Work with payroll to ensure the smooth running and application of the monthly payroll for Teachings and Support staff
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements (approx. 115 staff).
- Seek and make use of specialist expertise in relation to HR issues.

Health & Safety

- Management and leadership of Health & Safety Policy and practice at Werneth School providing advice to the Headteacher on Health & Safety matters.
- Chair meetings of Health & Safety Group.
- Monitor whole school adherence to Health & Safety procedures and regulations.
- Ensure adequate Health & Safety training for all staff.
- 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 implemented at all times.
- Liaise with Health and Safety consultant where necessary.

Administration Management

- Manage the whole school administrative function.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Develop processes that are manageable 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, forge links with other schools in order to benchmark.
- Prepare information for publications and returns for the DfE and other agencies and stakeholders within statutory guidelines.

Management Information and ICT

- 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.

Other duties and accountabilities

- Ensure compliance with school policy and practice through effective line management.
- Undertake other duties as reasonably expected as a member of Leadership Team to include contributing to staff meetings and public events.
- Commitment to safeguarding and promoting the welfare of all children.

Werneth School is an equal opportunity employer.