

SCHOOL BUSINESS MANAGER JOB DESCRIPTION

POSITION: School Business Manager

GRADE: PO4 - PO5 (spine point 41-47)

SCHOOL: Robert Blair Primary School

RESPONSIBLE TO: Headteacher

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in their duty to ensure that the school meets its educational aims.
2. 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.
3. 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.
4. 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.
5. The School Business Manager promotes safeguarding and is both aware and compliant with Child Protection and Safer Recruitment policies and practice.

General Duties

Leadership & Strategy

1. Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings.
2. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.

4. Plan and manage change in accordance with the school development plan.

Financial Management

1. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
2. To be responsible for all matters relating to the administration of the school finances and to ensure such matters are handled in accordance with financial regulations.
3. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
4. In conjunction with the Head Teacher, plan and agree the final budget for Governing Body approval
5. Use the agreed budget to actively monitor and control performance to achieve value for money
6. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
8. Provide ongoing budgetary information to relevant people.
9. To be responsible for raising orders, invoices and completing cheque and bank reconciliations in accordance with the school financial regulations.
10. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
11. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
12. Identify additional finance required to fund the school's proposed activities.
13. Seek and make use of specialist financial expertise.
14. Maximise income through lettings and other activities.
15. To prepare all the documentation necessary for auditors as required and submit financial report to the appropriate bodies.
16. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
17. Present timely and fully costed proposals, recommendations or bids
18. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
19. Monitor the effectiveness and implementation of agreements.

Human Resource Management

1. Manage the payroll services and HR contract services for all school staff.
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and give advice to relevant parties regarding compliance.
3. Manage recruitment, performance management, appraisal and development of the Premises and Admin team.
4. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
5. Monitor staff absence and sickness returns.

6. Ensure people have a clear understanding of school policies and procedures and the importance of putting them into practice.
7. Maintain confidential records and be responsible for maintaining up to DBS registrations.
8. Maintain the Single Central Record.
9. Monitor the way policies and procedures are actioned and provide support where necessary.
10. Seek and make use of specialist expertise in relation to HR issues.
11. Evaluate the school's strategic objectives and obtain information for workforce planning.
12. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Premises

1. Act as the school Health and Safety Co-ordinator and produce and keep the Critical Incident Plan.
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
3. Ensure the safe maintenance and security operation of all school premises.
4. To ensure emergencies procedures are current and timely.
5. Monitor and oversee the quality of work by contractors, cleaners and reporting to Governors as appropriate.
6. To be responsible for the security of the school site.
7. To be responsible for overseeing the lettings of the school premises to outside organisations.
8. Meet with all external agencies, delivering services to the school and to deal with all aspects of tendering and

procurement in accordance with the financial regulations.

9. To complete an up to date risk register to establish hazards with the school and the associated risk involved.
10. In conjunction with the Premises Manager conduct risk assessments.
11. Manage the building work of on-site contractors and arrange estimates for work.
12. Ensure the continuing availability of utilities, site services and equipment.
13. Follow sound practices in estate management and grounds maintenance.
14. Monitor, assess and review contractual obligations for outsourced school services
15. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
16. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
17. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
18. Seek professional advice on insurance and advise on appropriate insurances for the school.

Administration Management

1. Manage the whole school administrative function.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems.
4. Define responsibilities, information and support for staff and other stakeholders including Data Protection guidelines.

5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
 6. 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
 7. Ensure contingency plans are in place in the case of technology failure.
 8. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
 9. Benchmark systems and information to assess trends and make appropriate recommendations
 10. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
 11. In liaison with the Pastoral Care Manager to manage the Pastoral Care team in the delivery of Extended School Provision.
 12. Ensure the school website is up to date and complies with Department of Education requirements.
5. Ensure systems are in place to enable the identification of hazards and risk assessments.
 6. 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.
 7. Ensure the maximum level of security consistent with the ethos of the school
 8. 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.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever changing challenges which schools face. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstance and demands.

Health & Safety

1. Ensure the school's written Health & Safety policy statement is clearly communicated and available to all people
2. Liaise with Premises Manager to ensure that Fire Practices and procedures are robust and fully compliant.
3. 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.
4. Enable regular consultation with people on health and safety issues.