



ST. PATRICK'S RC HIGH SCHOOL  
A National Teaching School



## Post title: School Business Manager

**Grade:**

5A

**Responsible To:**

Executive Principal and Headteacher

**Responsible For:**

Support Staff within the organisation

### Purpose of the role.

The School Business Manager is the leading support staff professional within the organisation. As a member of the School's Leadership Team you will take a strategic lead on the business development of the school. You will be a highly skilled individual with the ability to ensure that financial and human resources are able to meet the organisations overall aims and objectives to secure the outstanding educational attainment of all pupils.

As an experienced leader you will have responsibility for the management, planning, development, and implementation of all support services within the organisation, including IT provision, Human Resources, Health & Safety and the management of the school estate.

### Professional Responsibilities

- 1) As a member of the Senior Leadership Team, to have a strategic lead into the development of school improvement plans, including directing the school ethos and vision.
- 2) To give the strategic vision and leadership to all aspects of business and financial management of school resources. This will include:
  - a) calculation of a detailed annual revenue budget / financial planning of at least a 3 year timescale, to ensure financial viability
  - b) the provision of business and financial direction to the Senior Leadership Team, governing body and external agencies as required.
  - c) the exploration of alternative operating practices including shared service provisions.
  - d) compliance with the Local Authority Scheme of Delegation, the Schools Financial Value Standard and recognised accounting practices.
  - e) the implementation of robust accounting systems and practices to secure Best Value.
  - f) the negotiation, management and monitoring of licences, insurances, leases and contracts on behalf of the school

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| <p>3) To take a lead role on the Human Resources management of all staff within the organisation including:</p> <ul style="list-style-type: none"><li>a) the development of suitable policies and procedures ensuring operational compliance</li><li>b) robust sickness/absence monitoring of staff</li><li>c) implementation of safe recruitment and selection practices</li></ul>  |
| <p>4) To give the strategic vision and leadership in the provision and management of all support services within the school, including finance, human resources, administration, IT, and facilities. Line managing services/staff to ensure:</p> <ul style="list-style-type: none"><li>a) the development and implementation of appropriate policies designed to improve school support functions</li><li>b) the fulfilment of their Job Description</li><li>c) the successful achievement of school and personal objectives and targets</li></ul>   |
| <p>5) To have overall responsible for the ICT provision ensuring</p> <ul style="list-style-type: none"><li>a) a robust Business Continuity plan is in place.</li><li>b) the ICT provision supports Teaching and Learning within the organisation</li></ul>   |
| <p>6) To have responsibility for the Site Management in conjunction with Spie FM, ensuring compliance with statutory testing and Health &amp; Safety by ensuring:</p> <ul style="list-style-type: none"><li>a) Appropriate Planned and Preventative Maintenance schedules are in place and are actioned with suitable links to the schools Estate Management plans.</li><li>b) All statutory testing is in place including Fire and Legionella.</li><li>c) To develop, as a regular function of the role, income generating activities including preparation of and submission of bids for funding to external agencies, as well as lettings.</li><li>d) To monitor the PFI contract</li><li>e) Liaising with the site officer</li></ul> |
| <p>7) To have oversight of the Health &amp; Safety manager for the school ensuring:</p> <ul style="list-style-type: none"><li>a) The development and implementation of a Health &amp; Safety Policy</li><li>b) Compliance with site related Health &amp; Safety including COSHH.</li><li>c) Act as the Schools Educational Visits Co-ordinator with responsibility for the development of appropriate Health &amp; Safety guidelines in relation to educational trips and visits.</li><li>d) Carrying out Risk Assessments where appropriate.</li><li>e) Keeping abreast of the requirements of Health &amp; Safety, Fire, DDA and other premises legislation or regulations and acting upon these as necessary.</li></ul>               |
| <p>8) To have the lead role for building developments ensure a proactive approach to the long term Estate Management and compliance with Local Authority, Salford Diocese and Statutory Requirements.</p>  |
| <p>9) To have the lead role on Capital Expenditure plans ensuring compliance with both Education Funding Agency and Salford Diocese requirements.</p>  |
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10) To be responsible for the development of the marketing strategy for the school including:

- a) Development of partnership arrangements with partner primary schools, other agencies and companies to secure the long term viability of the service and support the career opportunities available to pupils.
- b) Overseeing all publicity materials to ensure the appropriate image of the organisation is consistently portrayed.

11) Any other duties that are considered commensurate with the grade