

## **JOB DESCRIPTION**

### **JOB TITLE School Business Manager**

#### **PURPOSE OF THE JOB**

The School Business Manager (SBM) holds a key post of responsibility within the school. Reporting directly to the Headteacher, the SBM is responsible for ensuring all non-teaching aspects of the school run efficiently and effectively.

The SBM is expected to contribute significantly to the continuous improvement of the School's services. This will include:

- Strategically leading the school's administrative and business functions
- Assisting in the monitoring and evaluation of performance and processes
- Providing leadership, guidance, and information on finance and resources
- Generating income through a variety of means, in keeping with the school's ethos and values.

#### **PRINCIPAL ACCOUNTABILITIES**

- Formulate and implement a strategic plan for financial and business development, in conjunction with the Headteacher and governors. This includes setting the annual budget in conjunction with the Head Teacher and Bursar, and reviewing and managing financial performance.
- Research, generate and sustain income through funding streams including grant applications.
- Contribute to marketing and communication strategies for the school in consultation with the Senior Leadership Team, Governors and other relevant agencies.
- Develop and manage the maintenance of administrative systems that deliver outcomes based on the schools' aims and goals.
- Work with the Site Supervisor(s), Senior Leadership Team and governors on the long term strategic development of the buildings and grounds.
- Be responsible for the oversight of Health & Safety within the School.

## **LEADERSHIP AND MANAGEMENT**

- Manage admin staff and site supervisor(s).
- Oversee organisation, management and professional development of admin staff and site supervisor(s). This will include daily supervision and appraisals in accordance with appropriate procedures.
- Attend Leadership Team meetings, when appropriate.
- Actively contribute to the School Development Plan and vision of the school.
- Maximise revenue opportunities and value-for-money.
- Attend governors meetings and contribute to strategic planning.
- Develop and implement policies as directed by governors and the Headteacher.

## **FINANCE**

- Be responsible for the delivery of effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Be responsible for the strategic financial planning, forecasting and expenditure of the school budget, working closely with the Headteacher in budget planning and forecasting.
- Be responsible for procurement and contract management, and for securing additional income to the school, in consultation with the Headteacher, and adhering to delegated limits and best-value.
- Review the monthly monitoring by the Bursar, and advise the Head Teacher / Finance Committee of possible under / over spending whilst providing options for varying expenditure.
- Ensure that requirements of reporting finance to the LA are met.
- Be responsible for monitoring effective operation of payroll including regular check of payroll variance.
- Monitor the proper collection, reconciliation and banking of any monies received by the School.
- Actively generate income for the school, including through applications for grants and bids.
- Ensure all expenditure is accurately coded and undertake regular analyses of codes.
- Maintain an assets register and inventory in conjunction with the Site Supervisor(s).
- Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate. Implement the approved insurances, and handle any claims that arise.
- Ensure annual renewal of the SFVS and Delegation of Authority.
- Be the point of contact in the school for any pension queries.

## **HUMAN RESOURCES**

- Be responsible for the creation and implementation of recruitment, induction, training and mentoring systems for all admin staff and Site Supervisor(s).
- Review, implement and monitor performance appraisals for admin staff and Site Supervisor(s).
- Ensure the Managing Absence Policy is adhered to and prepare staff absence reports.

## **PREMISES**

- Be responsible for strategic development and management of facilities, including building works, refurbishment, statutory compliance, and income from lettings, in conjunction with the Headteacher.
- Ensure the school buildings and grounds are maintained to a high standard.
- Oversee and ensure Site Supervisor(s) produces reports that are timely, comprehensive and accurate, and enable the school to plan appropriate action, ensuring compliance with legal site duties, and to manage site reports ensuring actions bring school in line with any updated regulations.
- Set up, implement and maintain a rolling programme of works to ensure that the quality of the school premises remains at a high standard, in conjunction with the Headteacher.
- Contribute to the planning and implementation of new capital projects on site.
- Promote and lead the implementation of lettings.
- Ensure the safe maintenance and security operation of all school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure the work of external contractors is monitored and managed effectively, (eg. catering, cleaning, grounds maintenance etc)

## **HEALTH AND SAFETY**

- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place and regularly reviewed to identify 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 an appropriate level of security consistent with the ethos of the school.
- Enable regular consultation with all stakeholders on Health & Safety issues.

## **ADMINISTRATION**

- Develop and manage the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones.
- Oversee and manage the school's Parent Mail computerised payment system.
- Be responsible for the systems and general management of the School's administrative and financial computer network, the implementation of appropriate Management Information Systems, accounting and record systems, etc.
- Provide for the preparation and production of all school records and publications.
- Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- Prepare and validate information for publications and returns for the London Borough of Brent, the DfE, other agencies and stakeholders within statutory requirements and guidelines.

## **GENERAL**

- Be fully aware of the importance of safeguarding children.
- Understand the duties and responsibilities arising from the most up-to-date legislation in relation to child protection and safeguarding children, currently Keeping Children Safe in Education 2016 and Working Together to Safeguard Children.
- Adhere to the confidential nature of the work required.
- Undertake responsibility for own professional development.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the School.
- Establish constructive relationships and communicate with parents and other professionals.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher or Governing Body in the context of the school's changing needs.

In the absence of the Headteacher, the School Business Manager will be responsible to the Deputy Headteacher or any other member of the Leadership Team as designated by the Headteacher.

This job description may be amended at any time after consultation with the post holder.