



BINFIELD CE PRIMARY SCHOOL (VA) JOB DESCRIPTION SCHOOL BUSINESS MANAGER

Bracknell Forest Grade: E

The post holder reports to the Headteacher and leads and manages the following teams:

- Administration team comprising School Secretary, Administration/Finance Officer and Administration Assistant
- Catering team comprising Catering Manager, Assistant Catering Manager and three Catering Assistants
- Midday team comprising Midday Supervisor and 18 lunchtime controllers

In addition the post holder is line manager to:

- Site Controller
- After School Club Administrator

and works with contractors for bought in services such as IT support and cleaning

Job Purpose

1. To provide strategic leadership and operational management of the resourcing and development of the school to provide the highest standards of education for the pupils in our school. This will involve the efficient deployment and development of the financial, physical and human resources within the school and its operating and reporting systems.
2. The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.
3. The School Business Manager is responsible for providing professional leadership and management of designated school support staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
4. 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.
5. As a member of the Senior Leadership Team the School Business Manager will make a significant contribution to the growth and development of the school.
6. The School Business Manager will deal with complex, wide-ranging problems on a daily basis using initiative to ensure successful and timely outcomes and improving systems as necessary.

Leadership & Strategy

1. Advise Governors, the Headteacher and Senior Leaders on matters of business operation, personnel and finance and take responsibility for their effective implementation.
2. Negotiate and influence strategic decision making within the school.
3. In the absence of the Headteacher and Deputy, take delegated responsibility for financial and other decisions.
4. Plan and manage change in accordance with the school development/strategic plan.
5. Lead and manage designated school support staff.

Financial Resource Management

1. Evaluate information and consult with the Headteacher, Senior Leaders and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process.
3. Use the agreed budget to actively monitor and control performance to achieve value for money.
4. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
6. Provide on-going budgetary information to relevant people including presenting financial reports at Governor's board meetings.
7. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
8. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
9. Benchmark the school's expenditure and income to maximise efficiency and value for money.
10. Present timely and fully costed proposals, recommendations or bids.
11. Oversee the management of the schools private and business funds ensuring compliance with audit requirements.
12. Be responsible for procurement, ensuring best value in the acquisition of services and resources, including negotiating tenders, contracts and service level agreements. Ensure compliance with the LA's contract standing orders.

Administration Management

1. Manage the day to day work of the Administration team.
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.
5. Establish and use effective methods to review and improve administrative systems, maximise efficiency and avoid duplication.
6. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

Human Resource Management

1. Oversee and authorise the payroll service 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.
3. Lead and manage recruitment, induction, performance management, appraisal, training and development for non-teaching staff.
4. Ensure staff records, including personnel records are up to date and secure, including all sickness and other absences, identify sickness management issues and hold absence meetings with staff as required.
5. Seek and make use of specialist expertise in relation to HR issues.
6. Create, develop and update job descriptions for staff in liaison with the Senior Leaders.
7. Be a point of contact for staff and conduct mediation meetings as required.

Facility & Property Management

1. Advise the Headteacher and Governors on all matters relating to the improvement of the site, including the most effective deployment of revenue and capital monies to ensure continued improvement.
2. Be responsible for the delivery of capital projects, driving them forward from inception to completion.
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
4. Provide leadership support for the Site Controller to ensure the safe maintenance and security operation of the school premises and grounds.
5. Act as the first point of contact on the Senior Management Team for premises issues that arise during School holidays, informing or liaising with the Headteacher as appropriate.
6. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
7. Ensure the continuing availability of utilities, site services and equipment.
8. Monitor, assess and review contractual obligations for outsourced school services.
9. Be responsible for the effective management of all on-going contracts entered in to by the School with external agencies. These may include, for example cleaning, grounds maintenance, utilities, refuse collection, and all traded services.
10. Ensure the inventory of assets is maintained.
11. Take responsibility for emergency/disaster planning and for a business continuity plan, so that the school is insured and covered for all eventualities.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator delegating appropriate responsibility to the Site Controller.
2. Oversee the planning, instigation and maintenance of records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure systems are in place to enable the identification of hazards and risk assessments.
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
6. Ensure the maximum level of security consistent with the ethos of the school.

Income Generation, Marketing and Management of Business Activities

1. Take the lead responsibility in the management of income generation, Identify additional sources of income for the School (including maximising revenue from the commercial use of the School's assets; accessing grants from public, charitable and private bodies and establishing partnerships as appropriate)
2. Plan, prioritise and deliver bids, proposals and projects, as required to access the additional sources of income identified, working in conjunction with the Headteacher and other colleagues as appropriate.
3. Research all local, national and international opportunities for grant funding and financial partnership working that might allow for improvement to any part of the School buildings, site or provision and to make appropriate bids and approaches.
4. Maximise income through letting of school premises to external organisations,
5. Plan and coordinate the development of the extended services e.g. the breakfast club, after school club etc.
6. Oversee the management of the schools in-house catering service providing an average of 300 meals to pupils of the school daily, ensuring nutritional guidelines and food hygiene

regulations are adhered to.

7. Oversee the management of the provision of meals to another local school including the quality of the service provision, liaising with representatives of the other school, ensuring the sustainability of the business and implementing meal ordering and invoicing procedures.

Management Information Systems & ICT

1. In conjunction with the Senior Leaders, consider approaches for existing use and future plans to introduce technology in the school ensuring value for money.
2. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT.
3. Ensure contingency plans are in place in the case of technology failure.

Scope of job

The post holder is line managed by the Head Teacher

The postholder has a responsibility for a budget of c£1.7m. All financial decisions are made by the Head Teacher and the Governing Body, in line with policy and procedures- adhering to the School's agreed Financial Scheme of Delegation.

The post holder's responsibilities have a high impact on:

- the day to day business of the school and on strategic planning.
- the provision of all support staff services.
- the reputation of the school within the local community.

The post holder is accountable to the Head Teacher for budget preparation and control including responsibility for expenditure and adherence to statutory and Local Authority regulations.

The post holder is the most senior member of the support staff.

Signed: _____

Date: _____