

BUSINESS MANAGER JOB DESCRIPTION

Reports to: Executive Head Teacher & Governing Body

Salary: £40-45k per annum depending on experience

Hours: Term time plus two weeks

You are employed as part of the Senior Management Team to carry out the role of Business Manager of Stepping Stones School. Your primary role is to take directions and support the Executive Headteacher and work as a solutions focused part of the Senior team in delivering an effective and efficient service to its students, their families, staff and other stakeholders by:

- maximising the resources available for the school across two sites and Post 16.
- ensuring statutory compliance is delivered
- carrying out business development in support of the school's mission and vision
- production of financial reports and projections to ensure visible financial viability is fully achieved in line with the business plan

Statutory and Regulation based Management as delegated by Executive Head Teacher and Governors:

- Legal compliance
- Data Protection management and liaison with Data Protection Lead
- Ongoing implementation of GDPR
- Management of Charity Commission & Companies House
- Contractual Management, review and benchmarking
- Oversight of policy management and procedures
- Preparation of cash flow forecast and documentation to inform governance and regulatory audits.

Supervision and Management:

1. Operate, maintain and develop the premises and financial procedures and systems of the school in co-operation with the Executive Headteacher and Governors,

ensuring that all legal and safety requirements with regard to people and property are met.

2. Line manage and lead appraisals for premises staff and Administration team (unless agreed otherwise with Executive Head Teacher).
3. The supervision of these staff groups may extend to a specific project or a range of tasks. The full supervision and management of these groups of staff includes dealing with difficulties in the workplace, in line with the schools' policies and procedures.
4. Ensure Executive Head Teacher is fully supported around all HR matters in a timely manner.

Creativity and Innovation:

1. School improvement planning and delivery of strategic areas of improvement.
2. Development of school website, develop and Management in partnership with AHT for Progress of the ICT network.
3. Development of MIS, continuing to manage the administration focused elements but education and student facing report aspects must be handing over to education team in a clean and accessible manner that is fit for purpose.
4. Development of parental support, extended school and volunteers programme.
5. Introduction of a whole school approach to improved staff health and wellbeing.
6. Whole school marketing.
7. Monitoring of the School and Service budget over the next five year period to assess budgetary needs and recommend strategies to achieve full cost recovery and a break even budget.
8. To identify income generation, grant application opportunities and make successful applications where appropriate in support of service development.
9. Manage specific elements of links with Local Authorities to ensure contract compliance is achieved and an efficient service is provided to ensure their needs are fully met.
10. Responsibility for HR /personnel including management of the DBS check processes; manage staff contracts and arrange rotas to ensure that essential areas of work can be covered if any team members are unexpectedly absent.

Income Generation

- Seeking pupil premium and other authority grants
- Fundraising development in the community
- Liaison and relationship development with donors
- Bid development to major trust funds
- Management of lettings business – contractual, financial, regulation
- Heritage 106 compliance and running of public events

Links with other officers, Service users or Members of the Public:

1. **PA to Head teacher:** Often deals with families wishing to speak to Head in Head's absence. Deals with a range of stakeholders in Head's absence.
2. **Parents:** Specific responsibility for developing parent engagement and community links.
3. **Staff:** Personnel issues, support staff training and awareness sessions, H&S, line management.
4. **Governors:** Administrative support to governors, governor meetings. Making a significant contribution to every Finance and Staffing Committee.
5. **Local Business:** Develop business links in support of work related learning, Post-16 service development.
6. **Community links:** Develop community use of facilities to generate income for service development and achieve full cost recovery.
7. **Local Learning Community:** Develop extended Schools provision wherever possible to provide increased opportunities for students and the school.
8. **SMT:** Negotiate, consult and influence strategic decision making within the school's Senior Leadership Team and contribute to the creation of the School Improvement Plan- e.g. 'to enhance the partnership and communication between school and parents and school and local community. To carry out research and development on behalf of the Governors and SMT on a range of priorities, e.g. business development, development of a programme of health and wellbeing for all staff, parent engagement to enhance the life chances of all learners. Develop a listening campaign which responds to pupils and parent's perceptions.
9. **LA representatives:** Procurement/ Tenders, Finance and support officers.
10. **DfE:** Ensure EFA compliance and Census details uploaded and fed back in a timely manner
11. **Suppliers:** Best value and procurement
12. **Service providers:** To negotiate on behalf of Stepping Stones to ensure that contracts are maintained and where possible gain best value in developing or enhancing the site. To attend service provision meetings and act as the main focal point of the school in dealing with service providers.
13. **Media:** To actively encourage the media to represent the school in a positive light in order to increase profile and raise reputation.
14. **Liaison** with administration network users regarding software access levels and security, software and hardware problems, to ensure the security of the network and correct level of hardware provided.

Levels of Responsibility:

Administration Management

Manage the whole school administrative function to include:

1. Leadership of all admin support staff.
2. ICT facilities
3. Reprographics
4. MIS systems (management information systems)
5. Communications systems
6. Manage systems and link processes that interact across the school to form complete systems. Define responsibilities, information and support for staff and other stakeholders.
7. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
8. Establish and use effective methods to review and improve administrative systems. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximize efficiency and avoid duplication
9. Prepare and complete all returns required for the DFE, CYPS and other agencies and stakeholders within statutory guidelines.

Management Information Systems and ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school.
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
5. Establish systems to monitor and report on the performance of technology within the school.
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. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

1. Manage the payroll services for all school staff.
2. Ensure the school's equality policy is clearly communicated to all staff in school.
3. To be responsible for the completion of all paperwork and contracts related to new starters.
4. To liaise with the Headteacher on personnel issues.
5. Support recruitment, performance management, appraisal and development for all admin support staff, LSA's, technicians, catering and cleaning staff.
6. Monitor the relevant legal, regulatory, ethical and social requirements and the effect

- they have on your school and staff. Ensure DBS central record is maintained.
7. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice. Monitor the way policies and procedures are actioned and provide support where necessary.
 8. Seek and make use of specialist expertise in relation to HR issues.
 9. Evaluate the school's strategic objectives and obtain information for workforce planning.

Facility and Property Management

1. Management of effective premises team and monitoring the maintenance plan
2. Ensure the Site team oversee and action pool management
3. Project management for implementations and work plans.
4. Ensure the safe maintenance and security operation of all school premises.
5. Monitor, assess and review contractual obligations. (Catering, Cleaning site maintenance)
6. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
7. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.
8. Asset Management and maintenance/renewal plan

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests in conjunction with school caretaker.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. 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.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. 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.
8. Ensure the maximum level of security consistent with the ethos of the school.
9. Managing staff absences in an appropriate manner and conducting probationary meetings with new administrative team members;

Effects of Decisions:

- Decisions made by the business manager will have a direct and/or indirect impact on the budget and resources of the school, on the safety and wellbeing of students and on staffing matters. It is paramount you work with Executive Head Teacher around these decisions.
- Being part of the SMT will have a direct impact on school improvement and business development priorities.
- Improved Governing body functions.
- Increased parent engagement.
- Improved staff development.
- Efficient and effective financial management.
- Increased income generation through grants and contracts where available.
- Safeguarding of pupils.

Resources:

The jobholder will handle cash, be a main key holder (24-hour call out) for the site and hold keys to the safe, be responsible for the security of the administrative network server; responsibility for stationery, stock and staff records.

Work Demands:

The post will be subject to interruption from staff and other members of the administration team, both in person and on the telephone. In the case of staff it is necessary to evaluate the query and access whether it needs to be dealt with immediately, resulting in a change of direction, or whether it can be dealt with at a future date.

The role will be subject to deadlines such as making returns to the Department for Education i.e. Census, staff and student data. Deadlines apply to financial reporting and monitoring to the Senior Management Team, Board of Governors and also to Local Authorities. These reports need to be produced on a monthly basis. Any variations to staff pay need to be sent to the Payroll Services as soon as possible to enable staff to be paid without missing monthly deadlines.

The jobholder will be required to firstly meet the Executive Headteacher's requirements and thereafter prioritise tasks so that other staff members who need immediate assistance, e.g. with hardware or software problems, can continue with their work. Personnel or payroll issues would also normally be given priority.

Knowledge and Skills:

1. The jobholder will be line managing a group of staff, all undertaking different roles and requiring a diverse knowledge of the school and its ICT systems.
2. The jobholder will need to communicate with team members and resolve any issues they may have. This will require diplomacy, tact and discretion, along with excellent communication skills. Often issues may relate to software or hardware, or personnel matters. A good degree of ICT expertise is essential to manage the administration network.
3. Recognised management/business degree or equivalent related professional qualification.

4. Minimum of a Level 4 accountancy qualification
5. Extensive experience within a school setting.
6. Evidence of Continuing Professional Development.
7. Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Business development. Managing change projects. Managing teams. Managing HR. Managing H & S. Facility and property management. ICT and administration management.
8. Experience of managing within an educational environment.
9. Able to deliver services and systems applicable for effective school management.
10. Able to deliver value for money initiatives.
11. Able to understand national & regional educational services and deliver appropriate strategies.
12. Able to lead teams and individuals. Able to strategically influence decision making within the school.
13. Able to use a range of ICT packages.
14. Understanding of educational and social enterprise issues.
15. Understanding of promoting positive relationships with the wider school community.
16. Understanding of policies - managing absence, redundancy, safeguarding policies.
17. Highly developed interpersonal skills including influencing skills.
18. Willingness to constructively challenge the work of self and others to continually improve own and team performance.
19. Ability to work under pressure and meet deadlines.

Specific targets to be agreed.

Signed.
Business Manager

Date.

Signed.
Executive Headteacher

Date.