

**The Minster Junior School**

**Job Description for School Business Manager**

**Grade: 14 point range 45 - 47**

**Hours: 37.5 hours 52 weeks per year** (holidays to be taken during school holiday times)

The role of the School Business Manager will involve working as part of the senior leadership team to embody our vision.

The School Business Manager will have outstanding administrative, financial and project management skills and an ability to work effectively with all members of the school community.

The role is both varied and rewarding with an exciting mix of strategic leadership and operational management.  The ability to be flexible, resilient and able to prioritise essential tasks and possess the skills to lead change will be essential. Excellent communication skills, a good sense of humour and willingness to support as an effective team member is crucial.

The Business Manager will take on strategic responsibility and operational management of finance, human resources, whole-school administration, premises and health and safety.

Although the role is full time and based on a 37.5 hour week, it is understood that to fully discharge the responsibilities outlined, the hour requirement cannot be prescriptively applied and that typically the hours worked could be greater than 37.5 per week, with flexibility over time / annualised hours.

**RESPONSIBLE FOR**: Administrative Assistant

Finance Officer

Site Manager

Senior Meals Supervisor

**WORK IN LIAISON WITH :** The Minster Nursery & Infant School

The Minster Nursery & Infant School Site Manager

The Minster Breakfast & After School Manager

The School Meals Manager and catering staff

Providers of Services to the School

**ACCOUNTABLE TO**: Head Teacher

**MAIN PURPOSE OF THE JOB**

To be responsible for all the disciplines of Finance, Personnel, Premises, Administration and Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School. As a member of the Leadership Team the post-holder will support the strategic development of the school by:

* Assisting the Head Teacher in the leadership and development of the School
* Assisting the Head Teacher in the implementation of school policies and procedures
* Assisting the Head Teacher and Governors with any projects or applications which may result in a change in school status.
* Promoting the aims, objectives and ethos of the school
* Ensuring a healthy, clean and safe environment is maintained to a high standard
* Liaising with external agencies as appropriate
* Ensuring specific day to day functions of the school run smoothly
* Establishing good working relationships with all stakeholders
* Any other duties as required by the line manager to ensure the effective running of the school

**KEY RESPONSIBILITIES**

1. **Strategic Role**
2. Take responsibility for strategic planning aspects over current year and a three to five year periods where financial implications occur in order for the school to make the best possible use of resources available to keep abreast and advise on current government policies.
3. Identify, explore and secure external funding for the school whilst reporting to the Head Teacher and Governors, attending the leadership team and governing body meetings where appropriate.
4. Support the development, drafting and recommendation of all policies within the remit of the role for approval by the Governing Body. These policies will include, but are not limited to School Debt, Communication, Lettings and Charges, Scheme of Delegation, School governance, Financial Delegation, Risk Management, and Health and Safety. In developing policies, consideration will be given to school needs, action planning, priorities and procedures to ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, the Southwark Diocesan Board, local schools/academies and other interested parties.
5. In collaboration provide vision, strategic direction and leadership in the planning, management and development of effective operations across the school in finance, HR, administration facilities and ICT.
6. Ensure that the school meets its non-teaching legal and statutory responsibilities through advice, direction and support to the Head Teacher and the governing body.
7. Work within the leadership team to ensure that the revenue and capital funding equipment and resources are managed efficiently and cost effectively in support of educational and organisational objectives.
8. Develop and lead an effective, multi-disciplined team made up of both directly employed staff and external contractors. The team covers all non-teaching functions and includes, but is not limited to Finance, HR, Premises, Administrations, communications and clerical support along with contractors for ICT, maintenance, extended services and catering services.
9. Assist with the development and continuous improvement of all non-teaching staff.
10. Lead engagement and relationship management with the school’s key suppliers and ensure that supplies, services and works provided to the school meet the needs of the school and procurement and best value standards.
11. As part of the Leadership Team, to provide support and challenge to peers as they explore options for implementing their action plans.
12. Continually enhance the reputation of the school within the borough and Diocesan Board and beyond, building good networks of support and developing effective relationships.
13. **General Management and Administration**
14. Be responsible for the overall line management and professional development of the Administration staff, Extended Services and Premises staff developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
15. Set objectives and manage performance of administration officer, finance officer, premises manager and extended premises staff.
16. Provide liaison and support to the Governing Body and clerk as required.

* Preparing and presenting reports at all governor meetings as required.
* Preparing reports (as appropriate) for significant items of importance
* Providing financial statements and audit trails
* Preparation of statistics when requested

1. In collaboration, make recommendations to the Head Teacher and others to promote the school with local businesses, the LA, external agencies and other institutions including developing and maintaining all the school’s marketing and information materials and website.
2. Recommend, establish and maintain computer aided administration which supports all the general work in the school, including statistical analysis ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
3. Ensure timely completion of all statutory returns: to include but not limited to, School Census, Workforce Census.
4. **Admissions**
5. The administration of admissions (as the admissions authority) for the Year 3 classes, including adherence to the school’s admission policy, giving information where possible to appropriate staff before the children begin school. Ensure that in year admissions are conducted in a timely way to minimise the number of vacant places on the school role.
6. **Personnel and Human Resources Management**
7. Be responsible for ensuring effective procedures are in place to meet regulations in relation to all personnel matters relating to staff.
8. Liaise with the ‘bought in ‘services e.g. Occupational Health, Payroll ,HR Adviser
9. **Finance and Accountancy** Liaise with the School’s payroll service for all school staff ensuring all paperwork is submitted within time frames
10. Formulate short (one year) and long term (three to five year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Head Teacher and Governors with regular financial updates and reports over the year.
11. Be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, school journeys and any external grants and to undertake monthly reconciliations.
12. Prepare school’s end of year financial statement
13. Ensure effective monitoring systems of income and expenditure are operated
14. Undertake the accounting of the school, recommending appropriate action where necessary, obtaining comparative quotes, where appropriate in order to receive best value for money. Having responsibility for ensuring the banking of monies, payment of invoices, chasing monies owed to the school and payment of casual staff and overtime.
15. Prepare bids for capital development projects, external funding possibilities and other grants.
16. **Premises**
17. Work with the Site manager in the management and maintenance of the school site (including planned works) and ensure that contracts for annual checks are carried out, as well as ensuring all insurance and liability insurance policies are up to date.
18. Ensure, as far as is practicable, that the security of the site is maintained at all times and make recommendations for improvement as necessary and is compliant with safeguarding policies.
19. Support the premises functions of the school to ensure as far as reasonably possible that:

* An asset management plan is developed, implemented and updated in line with agreed priorities including risk management
* All sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection
* Caretaking, cleaning grounds, maintenance and building maintenance programmes are fulfilled to the agreed quality of standards by staff and contractors
* Catering is managed to agreed delivery criteria and within agreed budgets
* Policies are procedures for contractors and supplier access to the site and their management on site is aligned to children safeguarding policies.

1. Report back to the Head Teacher and meet with the Head Teacher and Site manager to agree projects and work to be undertaken.
2. Under guidance establish and maintain a school Health and Safety policy and oversee the programme of school risk assessments, monitoring through the development and implementation of a review cycle to ensure those responsible for risk assessment (which include, but are not exclusive to, building and premises) are maintained up to date and relevant, ensuring those to whom the risk assessment(s) apply are aware of their contents.
3. Remain vigilant and act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or intuitional nature, including a requirement to report any incidents that have been witnessed, heard or suspected.
4. Commission, procure and manage external services required for the premises function.
5. Undertake other related duties that may be required to meet the needs of the school
6. **Contract Management and Procurement**

Be responsible for management all of the school’s contracts with external providers which will include, but are not limited to

* Site Services and Cleaning
* Photocopying and Printing
* ICT Service and Support
* Catering Services
* Site Maintenance and Health and Safety
* ICT Software

1. In conjunction with the Head Teacher undertake negotiations with all potential and existing suppliers to ensure the school obtains best value for all goods, services and works procured.
2. Lead in the development of performance indicators to manage all contractors
3. Lead in dispute resolution and rectification where contractor performance is not meeting standards
4. Identify, research and recommend contractors to the Governing Body
5. Ensure that the school adheres to the Procurement guidelines that major procurement is communicated to the leadership team and governors.
6. **Project Management**
7. Be responsible for all non-teaching projects (e.g. building works, ICT installations)
8. Lead the development of project plans and proposals and communicate these effectively to SLT, staff and Governors
9. Lead and manage the implementation of all phases of agreed projects, and operate effective management to ensure that issues are identified and resolved appropriately.
10. **Communication and ICT**
11. Oversee the maintenance and development of the school’s website
12. Ensure that all office & premises staff contribute to a professional and welcoming environment in line with the school ethos.
13. Work with the Leadership team and ICT leader to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives.
14. Support the ICT functions to ensure:

* The ICT plan is implemented with agreed budget timescales and specification;
* ICT policies procedures and systems are aligned with Child safeguarding policies and data protection policies and legislation;
* ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;
* The effective commission, procurement and management of external resources and services required for the ICT function.