



### **School Business Manager Job Description**

JOB TITLE	SCHOOL BUSINESS MANAGER
SALARY	Equivalent to Inner London Leadership L15-L19
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	PREMISES, FINANCE, CATERING, HUMAN RESOURCES AND ADMINISTRATION DEPARTMENTS
HOURS OF WORK	52 WEEKS

#### **KEY PURPOSE OF THE POSITION**

To provide leadership and management of the school's strategic and business resources to support the school in its primary function of teaching and learning. To operate as part of the Senior Leadership Team to assist the Headteacher in achieving objectives identified in the School Development Plan.

#### **MAIN AREAS OF RESPONSIBILITY**

- Provide strategic leadership and development of the resource and business functions of the school and its premises.
- Provide outstanding operational management for all aspects of business services, including facilities and estates management, human resources, school administration, catering, and health & safety.
- Provide strategic financial information for the Headteacher and Governors linked to clear objectives within the

#### **School Development Plan**

Develop and support strategies to progress the school, which include maintaining links with the community, families and local environment.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the governing body.

### **Leadership and Strategy**

- Attend Senior Leadership Team (SLT) meetings and appropriate Governor Meetings.
- Influence strategic decision making within the SLT.
- Plan and manage change in accordance with the School Development Plan.
- Provide outstanding strategic and operational leadership of all areas of responsibility.
- Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- Maintain an up-to-date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role.
- Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct & high expectations of others.

### **Facilities and Site Management**

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Develop, establish and manage effective procedures for site management and maintenance.
- In accordance with the school's framework monitor, assess and review contractual obligations for outsourced school services.
- Ensure a systematic procedure for asset management, which ensure an accurate and current asset & disposal register.
- Ensure a safe & compliant environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.
- Ensure the schools arrangements for insurance is effectively managed within the school.
- Act as the schools Lead Person for Health & Safety and as Fire Officer.
- Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and school requirements.

- Ensure the schools written Health & Safety Policy Statement is clearly communicated and available to all people.
- Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular 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.
- Taking the lead on compiling and implementing a Premises Development Plan an Asset Management Plan and, acting as Energy Manager, to include energy conservation.
- Through regular contact with the Premises staff, ensuring the proper maintenance, checks and repair of the school is carried out, and progress monitored.
- Ensuring the appropriate placing and monitoring of all premises related service contracts.
- Advising on all Health & Safety matters, including measures in the event of emergencies.
- Appraising projects for the development of the school.
- To manage the process of school lettings with the objective of maximising income generation.

### **School Administration**

- Lead and develop the whole school administrative function.
- Lead the effective marketing of the school; including adherence to the schools agreed branding, the production of the school prospectus and general communication in print, through the website, and media channels.
- Develop systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.
- Introduce client-led approaches to resource services, including the development of internal and external service level agreements in consultation with the Headteacher and Governing Body.
- Manage systems and link processes across the school to form complete systems.
- Define responsibilities, information and support for students, staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Prepare information for publications and returns to the DfE and other agencies and stakeholders within statutory guidelines.
- Managing the efficient and effective running of the general office as one of the school's main points of contact, as well as the centre of daily administration.
- Ensuring inventories of equipment and stock are maintained; and that all statutory and statistical returns are completed as appropriate.
- Ensuring school transport requirements are met effectively, with a view to both cost and safety.

- Ensuring that the school Travel Plan is monitored, evaluated and reviewed annually.
- Ensuring the smooth running of the school Welfare area including reporting procedures.
- Manage marketing, publicity and communications to enhance the school's reputation.

### **Financial:**

Working with the Headteacher, the Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:

- Ensuring that the school has effective financial management and that all appropriate financial systems are in place (including voluntary funds such as School Fund) to ensure accurate financial records are maintained in accordance with agreed policies and timetables
- Preparing an annual budget for income and expenditure linking the finances to SDP priorities, for approval by the Governors
- Ensuring that Headteacher and Governors are presented with accurate financial monitoring reports on a regular basis
- Ensuring that the financial transactions in the school are processed in an appropriate manner and that the financial regulations of both the LA and the school are observed
- Management of cash-flow and operating of all bank accounts, ensuring regular reconciliation takes place
- Preparation of statutory year-end accounts in accordance with guidance and timetables
- Managing the finance systems and giving guidance to other users
- Preparing appraisals for particular projects and the development of long-term initiatives for the school
- To cooperate, initiate and manage audit procedures as necessary
- Attending Governing Body/Finance Committee meetings, maintaining minutes and setting agendas
- Writing bids for funding as required by LA, DfE and other funding agencies. Managing procurement and the tendering for all service contracts with a view to cost effectiveness and ensuring best value
- Ensure good risk management and loss prevention strategies are in place in the school to reduce insurance costs  
Submitting capital bids to the LA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
- Promoting the school's activities and premises with the objective of maximising letting income, within agreed policies

- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Monitoring the standard and cost effectiveness of all major contracts within the agreed performance indicators
- Investigating and implementing activities to attract additional sources of funding.

#### **Human Resources:**

- To advise the Headteacher on employment Law and prepare contracts as required
- To oversee and manage HR and payroll, liaising with external providers and preparing statutory returns as required
- To assist, as required, with the recruitment and selection process of new staff
- To update HR policies for approval by the Headteacher & Governing Body
- To monitor & implement policies in relation to all areas of Human Resources

#### **Line Management Responsibilities:**

The Business manager will be responsible for managing designated support staff.

- To manage the staffing operation of all designated staff.
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery
- To manage support staff attendance and leave to ensure a continuous service throughout the year
- To oversee support staff career development including an Annual Review scheme and reviewing training requirements
- To monitor the effectiveness of the support staff to meet the needs of the school

#### ***Must be able to attend evening meetings as and when required***

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## School Business Manager Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Recognized management/business degree or equivalent related professional qualification</li> <li>School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or Accountancy qualification.</li> </ul>	<ul style="list-style-type: none"> <li>MSc School Business Management CCAB - Accountancy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing strategic financial plans</li> <li>Managing budgets, financial reporting, procurement and fixed assets</li> <li>Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>Involvement in school self-evaluation and improvement planning</li> <li>Line management experience</li> <li>Experience of change management</li> <li>Contributing to staff development</li> <li>Knowledge of Employment Law, Local Government procedures</li> </ul>	<ul style="list-style-type: none"> <li>Managing within an educational environment</li> <li>Managing at a Senior Management Team level</li> <li>Managing HR, Managing H &amp; S, Working with a charity</li> </ul>

	& Fund-raising methodology, Financial Regulations	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Able to deliver services and systems applicable for effective school management</li> <li>• Able to deliver value for money initiatives</li> <li>• Able to understand national &amp; regional educational services and deliver appropriate strategies</li> <li>• Able to lead teams and individuals</li> <li>• Able to strategically influence decision making within the school.</li> <li>• Able to use a range of ICT package</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of educational enterprise issues</li> <li>• Understanding of promoting positive relationships with the wider school community</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills including influencing skills</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance</li> <li>• Ability to work under pressure and meet deadlines</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to working in a multi - cultural environment and with students from diverse backgrounds and abilities</li> <li>• A commitment to working in a flexible and collaborative manner with all members of the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> </ul>
--	---	--