

**ROCHDALE BOROUGH COUNCIL**

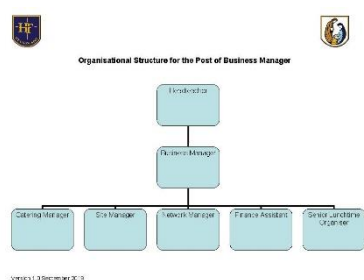
**SCHOOL: Holy Family RC and CE College**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>SCHOOL BUSINESS MANAGER LEVEL 3</b>
<b>Grade:</b>	Grade 9 (SCP) 34 - 38
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Site Manager, Network Manager, Catering Manager, Finance Assistant, Senior Lunchtime Organiser</b>
<b>Hours of Duty:</b>	<b>37 hours per week (8.30am to 4.24pm)</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Postholder may be required to attend evening and weekend meetings</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave – All Year Round</b> – Annual leave will be approved in accordance with the needs of the school.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	<p>➤ Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li><li>• </li></ul> <p>Be aware of and apply the Rochdale Way behaviours at all times.</p>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## Organisational Chart



## **PURPOSE AND OBJECTIVES OF THE JOB**

The School Business Manager Level 3 is the school's leading support staff professional and is a member of the of the Senior Leadership Team. The postholder will assist the Headteacher in his/her duty to ensure that the school meets its educational aims.

The School Business Manager Level 3 is responsible for providing professional leadership and management of school support staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school in consultation with the Headteacher.

The School Business Manager Level 3 promotes the highest standard 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.

The School Business Manager Level 3 is responsible for the strategic and operational aspects of Financial Resource Management, Business Planning, Risk Management, Management Information and ICT, Human Resource Management, Facility & Property Management and Health & Safety Management of the School.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the management of all support staff within the school in consultation with the Headteacher. To be responsible for the direction and motivation of one's self.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

To be responsible for a substantial school budget (over 2.5 million subject to annual review) and to have some discretion on how the budget is used or raised within the parameters set by the governing board.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment, manual/computerised information and materials used by the postholder and by staff under the line management of the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Continuing Professional Development programme.

The postholder will be responsible for identifying training and development requirements of relevant staff in accordance with the School's Continuing Professional Development programme.

### **Relationships (Internal and External)**

Internal: The post holder is responsible for managing a large team and reporting on their areas of responsibility e.g. financial, health & safety, staffing matters to the Headteacher and Governing Board.

External: The post holder liaises with all external suppliers, agencies, negotiating contacts and ensuring that resources are in place when required for the smooth running of the school.

Internal:

1. Members of the support teams.
2. Senior managers.
3. Staff members.
4. Governors.
5. Pupils.

External:

1. Parents/carers.
2. Staff in other schools and within the Local Authority.
3. Suppliers of equipment and services.
4. Contractors and agencies
5. Stakeholders
6. Users of the School

### **RESPONSIBILITIES:**

**The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

### **PRINCIPAL DUTIES**

#### **Leadership and Strategy**

1. Be a member of the Senior Leadership Team taking a proactive role in the

effective leadership and management of the school.

2. To provide advice to the Governing Board in matters relating to the duties of the postholder.
3. To advise the Headteacher and Governing Board on policies and legislation in relation to employment, equal opportunities, data protection, financial management, health and safety and any policy which comes under the remit of the postholder.
4. To play a full role in strategic decision making within the school's Senior Leadership Team
5. In the absence of the Headteacher, take responsibility for financial matters and other decisions as delegated by the Governing Board
6. Plan and manage finance and resources in accordance with the school improvement plan.
7. Support the Senior Leadership Team by leading and managing the development and deployment of support staff across the school.
8. To attend Governing Board meetings, to work with Governors in accordance with the Scheme of Delegation, to attend Senior Leadership meetings to advise and potentially take minutes.
9. Preparation and maintenance of the Business Continuity Plan.
10. As a senior member of staff, have a significant whole school presence by attending out of school events

### **Financial Resource Management**

1. To advise the Headteacher and Governing Board on investment and financial policy, preparing appraisals for particular projects and to develop an annual budget plan which supports the School Improvement Plan.
2. To lead the overall financial planning process and to prepare for approval by the Headteacher and Governors, annual estimates of income and expenditure and to provide regular monitoring reports to the Governors Resources Committee. This will include obtaining agreement of budgets and monitoring accounts against those budgets, and provide detailed management accounts for the Governors and Headteacher according to the agreed schedules.
3. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
4. To identify and inform the Headteacher and Governing Board of the causes of significant variance and recommend prompt corrective action.
5. To use financial management information especially benchmarking, to identify areas of relative spend, assess trends and advise the Headteacher and Governors accordingly.
6. To carry out best value reviews as agreed with the Governing Board and to report on their outcome.
7. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.

8. Ensure appropriate guidelines/procedures on good practice for financial control, ordering and payment for goods and services and for cash handling are implemented and that these guidelines/procedures are updated annually.
9. To be responsible for the management of all capital projects.
10. To oversee all accounting procedures and resolve any problems, including:
  - a. The ordering, processing and payment of all goods and services provided to the school.
  - b. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
  - c. Maintaining an assets register.
  - d. Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

To be responsible for the input to all central payments (e.g. salaries, journal payments) to the school's accounting system and to providing regular reconciliation between the Local Authority's financial management system (Civica) and the School's (FMS).

11. To check on a regular basis the salary payments made to staff and to reconcile this with individual's salary ranges, claims for overtime etc.
12. To prepare the school's final accounts and to liaise with the schools auditors.
13. To oversee all financial returns for the Department for Education, Local Authority and other agencies within statutory deadlines.
14. To be the first point of contact with regard to grant applications, gifts and other donations.
15. To be responsible for seeking professional advice on insurance, advising Governors on appropriate insurance for the school, implement the approved insurances and handling any claims that arise.
16. To be responsible for bid co-ordination for external funding agencies in conjunction with the Headteacher.
17. To maximise income generation e.g. external grants, business sponsorships, funding within strategic objectives/ethos of the school and act as a point of contact for grant applications and other donations.
18. To negotiate, manage and monitor the effectiveness and implementation of financial contracts and Service Level Agreements with the Local Authority.
19. To be responsible for preparing the Annual Salary Statements for all teaching staff.
20. To be responsible for checking that procurement requirements and guidance are adhered to e.g. appropriate number of tenders have been received prior to equipment being bought or used; ensuring that procedures have been relayed to staff.
21. To carry out all duties/responsibilities in compliance with Schools Finance Policy, Finance Procedure Manual and Local Authority Consistent Financial Reporting procedures.

22. To be an authorised signatory for personnel instructions, finance instructions and bank accounts.
23. To ensure that all school legal matters are dealt with efficiently and to handle any associated issues that may arise.
24. To be responsible for managing reserves, risk, continuity/disaster recovery and other planning, ensuring that financial regulations and policies are observed and complied with.
25. Engage and support non-financial budget holders in the management of their budgets including the provision of training.
26. To submit the approved budget to the DfE, Diocese / Local Authority, and Companies House as necessary and within the required timescales.
27. Maintain a strategic 3/5 year financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets.
28. Identify additional finance required to fund the school's proposed activities and present fully costed proposals, recommendations or bids.
29. Maximise income through lettings and other approved activities.
30. Ensure that any formal finance agreements meet statutory regulations, with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
31. To manage the allocation and funding for special projects and to provide financial information and recommendations for the management Team.
32. To provide benchmarking data to the Senior Leadership Team and Governors to aid financial monitoring and evaluation of performance.

### **Human Resource**

1. Strategic line management of all support staff including direct line management responsibility where appropriate for administrative and clerical, financial, technicians, medical, lunchtime organisers and teaching assistants, premises and maintenance staff, ground staff, cleaners and caterers to ensure an effective service is provided.
2. To conduct and implement annual performance management reviews of staff for whom the postholder has line management responsibility.
3. To be a Performance Management Team Leader.
4. To support staff with professional development opportunities.
5. To advise the Headteacher and Governing Board on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other staff related matters.
6. To be responsible for the administrative process of the recruitment of new staff (teaching and support staff), covering processes from the initial vacancy identification through to appointment of new staff.
7. To be responsible for ensuring that all pre-employment checks including qualification checks have been carried out for new members of staff and to ensure that contracts of employment are issued.

8. To be responsible for the induction of new staff (teaching and support staff).
9. To oversee and monitor sickness absence and discretionary leave in line with the schools policies and to report trends and any cause for concern.
10. Ensure people have a clear understanding of the HR policies and procedures and the importance of putting them into practice.
11. Monitor the way HR policies and procedures are actioned and provide support where necessary.
12. Identify the types of skills, knowledge, understanding and experience required by support staff to undertake existing and future planned activities.
13. To manage the Disclosure and Barring Service (DBS) checking process and to ensure compliance with safeguarding procedures.
14. To conduct all these processes in line with the schools policies and procedures.

### **Administration Management**

1. To be responsible for the management of the whole school administrative function.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and objectives.
3. Define responsibilities, information and support for staff and other stakeholders.
4. Establish and use effective methods to review and improve administrative systems.
5. Benchmark systems and information to assess trends and make appropriate recommendations.
6. Prepare information for publications and returns for the Department for Education, other agencies and stakeholders within statutory guidelines, including the School Workforce Census and Single Central Record.
7. Oversee the preparation and publication of the School Prospectus.

### **Management Information Systems and ICT**

1. Consult with the schools Network Manager and other relevant parties to introduce new technology or improve existing technology for different purposes.
2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
3. Communicate the strategy and relevant policies, including Data Protection for use of technology.
4. Ensure resources are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems.
5. Ensure contingency plans are in place in the case of technology failure.
6. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

7. To oversee the school website, providing changes and information to as required.
8. To ensure compliance with Data Protection legislation.

### **Facility and Property Management**

1. To know the elements of a comprehensive emergency and recovery plan and operate the elements linked to the resource management responsibility.
2. To implement risk management and loss prevention strategies within the school to reduce insurance costs.
3. To have an overarching responsibility for:
  - a. the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy conservation etc.
  - b. cooperating with the Fire Service for the installation and maintenance of equipment for protection against and escape from fire, keeping records of and to initiate regular fire practices and alarm tests and ensuring emergency procedures are current and timely.
  - c. security of the school site.
  - d. the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage and ensuring the maintenance of boundaries, footpaths, roads and rights of way.
  - e. purchasing, repairing and maintaining all furniture and fittings.
  - f. health & safety issues specific to the school and how they relate to students, staff, visitors and contractors.
  - g. fire safety and the associated risks to the school through the process of risk assessment.
  - h. risk assessments and how to use them to establish hazards within the school and the associated risks involved.
  - i. the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use with particular reference to the local community.
  - j. Arrange routine maintenance of school minibuses and to administer the driver payments scheme.
  - k. To pursue methods of energy conservation and to monitor utility use over time (sustainability).

### **Health & Safety**

To ensure the school's Health and Safety Co-ordinator and Fire Officer produce, coordinate and monitor the school's Critical Incident Plan.

1. Contribute to the development of the school's written health & safety policy statement and ensure it is clearly communicated and available to all people.
2. 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.
3. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, including management of risk assessments, to the Headteacher, Governing Board and where appropriate the Health & Safety Executive.



4. To ensure the safe operation of the CCTV system and ensure compliance with Data protection regulations.

### **SECONDARY DUTIES**

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_