

SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Job Title/Post:	School Business Manager
Salary:	NJC SM2 48 - 50 (subject to moderation)
Immediately responsible to:	Headteacher
Immediately responsible for:	All Support Staff Site Management, Catering and Cleaning Directly line manage the ICT Network Manager, Finance Assistant/Staff Resourcing, Office Manager, Media Technician
Post Hours:	Full time, permanent
Special Conditions of Service:	Annual leave to be taken during periods of school closure Willingness to undertake further training where appropriate

Job Purpose

The School Business Manager is a key member of our Senior Leadership Team who will work closely with the Headteacher. They will promote the highest standards of business ethos and ensure the development and deployment of the school's resources is effectively planned and implemented to maximise student achievement. Through an awareness of current educational initiatives and a strategic vision the School Business Manager will offer proposals to assist the Headteacher in forward planning and bring new and exciting opportunities to enhance the school's offer. The School Business Manager is responsible for leading and managing the strategy and operation of the business function of the school, including financial resource management, income generation, marketing and communication, risk management, health and safety management, facility and property management, management information systems and ICT, human resource management, administration management and lunchtime supervision management of the school. They will lead and develop the Support Staff team and co-ordinate the day-to-day support that enables the school to operate effectively and efficiently allowing members of the leadership team to focus on Teaching and Learning.

School Leadership Team

The Senior Leadership Team are responsible for leading the school. They meet weekly at the end of a school day. Maximising the potential of each child within a nurturing environment is a vital responsibility of this team.

All members of the Senior Leadership Team are expected to:-

(Note – areas relating to teacher specific roles have been removed)

- Embrace and deliver on the school's ethos, values and vision ensuring that this is shared with and acted upon by all who work at The Derby High School;
- Lead, inspire and motivate others to make an impact on the progress and development of all students;
- Act as an excellent role model at all times within and beyond the school;
- Treat people equitably and with dignity and respect to create and maintain a positive culture within the school;

- Promote good working relationships and effective communication between all members of the school community;
- Remain positive at all times;
- Ensure effective monitoring and quality assurance takes place on a regular basis and act on findings;
- Make significant contributions to the production of the Self Evaluation Form and the School Development Plan and lead on aspects of the plan relevant to their role;
- Prepare for any Ofsted inspection and implement resulting actions;
- Share responsibility for the planning, development and implementation of whole school policies;
- Advise the Headteacher on matters relating to their specific areas of responsibility;
- Lead and participate in meetings as appropriate to the responsibilities held;
- Support and encourage staff in their roles and assist in the appraisal processes for staff;
- Lead and participate in staff training, help develop the collaborative learning culture within the school and actively engage with other schools to build effective learning communities;
- Provide cover for colleagues as required;
- Promote and support the efficient use of the school's financial resources;
- Share responsibility for regular evaluation and monitoring processes and systems in the school and act on findings;
- Implement the Equal Opportunities Policy in relation to sex, gender, race, disability and special needs
- Act as a line manager to a number of specified areas (as directed by the Headteacher);
- Produce items for the Headteacher's Report to the Governing Body in line with their areas of responsibility and attend Governing Body meetings relevant to their specific role;
- Support and assist in the organisation of all major school events (including attendance at evening events and school functions in and outside of term time);
- Actively support and encourage meetings designed to engage or consult with parents including the Parent Voice and 'Friends of The Derby';
- Work collaboratively and professionally as a team;
- Ensure the whole school Safeguarding Policy is implemented in their area in-line with keeping Children Safe in Education;
- Share responsibility for school discipline, inclusion matters and the smooth day-to-day running of the school including supervision between lessons, at lunchtime and the travel, arrival and departure of students;
- Support the Leadership Team with the pastoral care of all students who are underachieving or disengaged;
- Regularly review their own practice, set personal targets and take responsibility for own personal and professional development;
- Manage their time effectively.

Leadership and Strategy

1. Provide professional leadership and management of all school support staff in order to enhance their effectiveness in their roles.
2. Lead multiple teams and provide strategic oversight of financial resource management, income generation, marketing and communication, risk management, health and safety management, facility and property management, management information systems and ICT, human resource management, administration management and lunchtime supervision management of the school and all other matters within the management of the school which are supportive to, but do not involve, the teaching function.
3. Keep abreast and understand the effects and implications of Local and Central Government policies and legislation within the education environment and develop effective strategies for current and future initiatives. Monitor long-term educational trends and developments and provide advice to the Headteacher and Governing Body on this and all areas outlined above.

4. Support the strategic development of the School Self Evaluation and School Development Plan and have joint operational responsibility for implementation working alongside other members of the SLT.
5. Strategic planning including all financial implications and to be responsible for ensuring that the school makes the best possible use of resources available in line with the principles of Best Value
6. Responsibility for income generation and economical, efficient and effective use of all sources of funding.
7. Promoting the school to parents, partners and local community.
8. Working as an integral part of the Senior Leadership Team to support development of Teaching and Learning within the school.
9. Design, management and development of the school's computerised financial management systems, whole school management information systems and other IT support systems.

Financial Management

1. Responsibility for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting an annual review.
2. Manage the school expenditure and revenue accounts in accordance with the Local Authority's financial regulations and standing orders.
3. Monitor accounts against budgets and prepare the School's Delegated Budget for approval by the Governors.
4. Prepare estimates of income and expenditure for approval by the Headteacher and Governors.
5. Provide management accounts to the Headteacher and Governors, reporting immediately on any exceptional problems.
6. Seek advice on insurance matters and handle any insurance claims.
7. Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future year budgets.
8. Identify additional finance required to fund the school's proposed activities.
9. Seek and make use of specialist financial expertise.
10. Actively seek opportunities to bring extra funding into the school and respond to these with timely and fully costed proposals, recommendations or bids. Ensure that any funding received is monitored and implemented according to agreements.
11. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
12. Prepare regular finance reports for Heads of Departments/Subjects and other areas of the school.
13. Prepare regular reports for the Senior Leadership Team, particularly at the start/end of the financial year.
14. Provide information on financial matters to Governors on the School Improvement Committee and also at all Full Governing Body meetings.
15. Responsibility for all unofficial/voluntary funds, their annual independent audit and preparation of statement of income/expenditure for Governors.

16. Ensure all collections for school trips, charity events etc. are accurately recorded and balance to appropriate lists.
17. Make decisions on the effective use of formula capital budget and to report management expenditure to the Local Authority on a regular basis.
18. Attend Finance & General Purposes meetings to provide input and advice as requested, and to lead on reporting on all current financial matters.
19. Effect all accounting procedures and resolve problems.
20. Oversee the ordering, processing and payment for all goods and services provided to the school.
21. Oversee all petty cash payments ensuring meticulous accounts of authorised expenditure.
22. Responsibility for the operation of all school bank accounts, ensuring that a full reconciliation is done every month.
23. Responsibility for chequebook management.
24. Responsibility for the security of monies according to School/Local Authority policies.
25. Responsibility for the preparation, updating and monitoring of staffing and budget information ensuring that the relevant LEA staff are notified of changes.
26. Submission of all monthly reconciliation reports to the Local Authority.
27. Monitor and check all financial reports received from the Local Authority.
28. Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and advise the Headteacher accordingly.
29. Monitor monthly cash flow and alert the Headteacher to any concerns.
30. Be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
31. Maintain an assets register for non-teaching elements such as furniture/equipment etc.
32. Prepare invoices and collection of all fees and other income.
33. Regular banking of all cash payments to school.
34. Maintenance of the register of Staff and Governor's pecuniary interests.
35. Review school systems and analyse risks informing the Headteacher and Governors if fraudulent activities are suspected or uncovered.
36. Ensure that all expenditure coding conforms to Consistent Financial Reporting Regulations.
37. Ensure that the Annual Consistent Financial Reporting return to the DFE is correct and prepare all financial returns for the DFE.
38. Liaise and provide all information required by the Internal Auditors, including final accounts, and implement any recommendations.
39. Prepare an annual budget for the administration of the School.
40. Ensure the Free School Meal list is up-to-date, monitor Pupil Premium funds and work with the AHT Raising Achievement to allocate expenditure according to the needs of the school ensuring it has the desired impact.
41. Be the point of contact with central and other agencies with regard to grant applications, gifts and donations.
42. Be responsible for arrangements for school catering, grounds maintenance and cleaning agreements.
43. Maximise income through lettings and other activities.

44. Effect all procedures to ensure that the School will maintain the School Financial Value Standard, via own personal work practices and Governing Body practices.
45. Provide support for the work of Friends of The Derby over financial transactions.
46. Line Manage the Finance Assistant.
47. Provide training and guidance to all staff regarding financial procedures.

Human Resource Management

1. Provide leadership and guidance for all Support Staff.
2. Act as a “bridge” between Teaching and Support Staff to facilitate closer working relationships.
3. Ensure all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Overall responsibility for the efficient and effective deployment of all Support Staff, including catering, caretaking and cleaning staff, for the whole school benefit ensuring cover is arranged when necessary and delegating responsibility where appropriate.
5. Compile and negotiate appropriate Job Descriptions and Person Specifications for all Support Staff in liaison with the Headteacher and Deputy Headteachers.
6. Responsibility for the recruitment of all Support Staff (non-classroom/pastoral based) in conjunction with the Headteacher and relevant Deputy Headteacher and in accordance with Safer Recruitment practices, Employment Law and Equality procedures are followed.
7. Carry out the induction of all Support Staff and provide advice and guidance for the induction of teaching staff.
8. Oversee the Performance Development process for all Support Staff ensuring Continuing Professional Development is put in place according to identified need.
9. Quality Assure the work of Support Staff on a regular basis.
10. Oversee the completion of weekly staff attendance returns via the Trent system for all staff and compile all staff related forms required by the Local Authority and the DfE.
11. Oversee the maintenance of the staff attendance register, completion of return to work interviews, monitor staff absence and initiate appropriate actions in line with the Local Authority Managing Attendance for Teachers and School Based Support Staff and alerting the Headteacher to any concerns identified.
12. Provide regular statistics to the Headteacher, Governors and Local Authority on staff absence.
13. Manage absences, disciplinaries, grievances & sickness for all Support Staff ensuring the Headteacher is kept fully informed.
14. Provide oversight of the school timetable and cover provision, ensuring value for money and quality of provision.
15. Provide staffing information for the accurate submission of the School Census, in conjunction with the Data Manager.
16. Oversee the accurate management and maintenance of the School’s Single Central Record
17. Ensure the dissemination of all internal and external mail to personnel, maintaining confidentiality at all times.
18. Advise on complex Human Resource issues and liaise with the Local Authority as appropriate on policies and procedures.

19. Oversee the payroll services for all school staff including the management of pension schemes and associated services.
20. Conduct reviews in partnership with the Headteacher of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
21. Play a lead role in promoting and maintaining staff well-being.
22. Responsibility for all identified personnel issues, relating to retirement, redundancy, school calculation, maternity/paternity, employment tribunals etc.
23. Lead on GDPR ensuring the effective maintenance of confidential school records in accordance with legislation
24. Ensure the School's Equal opportunities and Equal Rights Policy is clearly communicated to all staff in school.
25. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
26. Ensure people have a clear understanding of policies and procedures and the importance of putting them into practice.

Administration Management

1. Manage the whole school administrative function and lead all support staff involved.
2. Use a range of office software design and maintain administrative systems that deliver outcomes based on the school's aims and objectives.
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. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare information for publications and returns for the DfE, Local Authority and other agencies and stakeholders within statutory guidelines.
10. Ensure that records are managed effectively and accuracy is maintained in accordance with the school's record retention schedule and GDPR law, ensuring information security and confidentiality at all times.
11. Respond to enquiries and complaints from a wide range of people. This includes Freedom of Information request.
12. Oversee the preparation and publication of the School Prospectus.

Management Information Systems and ICT

1. Consult with the school's Network Manager and other relevant staff 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 the 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. Oversee the school website ensuring it is engaging and informative and meets DfE standards.
8. Ensure compliance with Data Protection legislation.

Facility and Property Management

1. Act as first point of call for all building's maintenance and related issues.
2. Plan and organise allocation and utilisation of space and resources.
3. Oversee maintenance schedules for the efficient operation of the school site and buildings.
4. Ensure the safe maintenance and security operation of all school premises including managing asbestos (monitoring and removal) and Legionella.
5. Ensure the continuing availability of utilities, site services and equipment.
6. Take a strategic lead with regards to energy efficiency, recycling and other green initiatives.
7. Obtain tenders in liaison with contractors and architects.
8. Manage relevant planning and construction processes and ensure they are undertaken in line with contractual obligations.
9. Responsibility for the production and monitoring of the School Emergency Procedures Plan (including the fire plan and lockdown plan), and the Business Continuity Plan.
10. Ensure the scheduled maintenance systems are affected on time, and to record this in the Concerto Scheduler Programme.
11. Ensure the Local Authority's insurance policy and all risks policy is renewed annually.
12. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
13. Liaise with the Local Authority for recruiting Caretaking staff.
14. Liaise with grounds maintenance staff to ensure grounds are efficiently kept and to request extra work to be done where necessary.
15. Liaise with all contractors visiting the school.
16. Purchase, organise repairs and oversee maintenance of all furniture and fittings.
17. Ensure that budgetary constraints are monitored and considered against any proposed repairs and building work.
18. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

19. Manage emergencies and respond appropriately to urgent issues as they arise.
20. Provide professional advice to Governors and the Headteacher with regards to site and premises related issues.

Health and 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.
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 Leadership Team, Governors and where appropriate the Health & Safety Executive.
8. Provide training to all staff on Health & Safety.
9. Manage First Aid policies and procedures ensuring the designated first aiders are following procedures and guidance and have access to appropriate training.
10. Manage supervision of the students before and after school and over lunchtime, liaising with the DHT (Inclusion and Learning) regarding requirements, ensuring the provision meets student needs and they are appropriately supervised.

Every effort has been made to explain the main duties and responsibilities of this post, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.

The postholder will be required to:

- perform such other duties as may reasonably be required by the Headteacher
- promote and safeguard the welfare of the young people for whom they are responsible or come into contact with
- comply with Health and Safety rules and legislation
- carry out their duties with full regard to Equal Opportunities
- act in compliance with data protection law in respecting the privacy of personal information held by the School

Please Note: All members of staff are expected to be smartly and professionally attired. Men must wear a tie. The school operates a No Smoking Policy.