

Job Description – Deputy School Business Manager

Responsible to	School Business Manager
Grade	PO1
Hours	36 hours per week
Location	St John Bosco College
Responsible To	The Deputy Business Manager will report to the School Business Manager and Headteacher, and be line managed by the School Business Manager.
Responsible For:	Premises Team, Duty Managers, Cleaning Contractor, Catering Contractor and Finance Officer.

Job Purpose

To work collaboratively with colleagues in School and external partners to ensure the effective and efficient provision of support services across the school to provide the best possible learning and working environment for staff and students and support the ethos of the school

To deliver on key operational responsibilities, including working with colleagues on the organisation and delivery, and health and safety and estate management; ensuring that the site, premises, and associated services are developed to meet the educational aims and objectives of the school.

To run the lettings programme, the school site is used widely, both for extended curriculum activities and by external hirers. The school is available for hire all year round. To manage the cleaning contractor and other contractors onsite, line management responsibilities for the Premises Assistant and Duty Managers

To support the School Business Manager with financial and budgetary management, and human resources management.

Duties and Responsibilities:

Strategic Role:

1. To contribute to the strategic development of the school and its ethos, by working with colleagues to develop and evaluate strategies, policies, processes and procedures, and to promote and manage change in order to meet the school's priorities identified in the school's Improvement Plan.
2. To undertake project management as required, ensuring that projects are delivered within budget, on schedule, and meet the needs of the learners and the school community.
3. Ensure that all school-based events are facilitated in terms of support services and availability of accommodation and resources.
4. To develop new income and funding streams for the school to provide additional revenue to support the strategic development of the school.

School Finance:

5. To support the School Business Manager to implement the systems and policies of the school, ensuring the application of procedures as determined by the School Business Manager, liaising with the Finance Team and Auditors, and securing financial control, monitoring and auditing procedures that meet the requirements of Auditors.
6. To support the School Business Manager on long term budget planning and preparation. Collating and reviewing budget bids from subject leaders, advising staff on budgetary allocations, and preparing plans, explanatory papers and appropriate reports as required.
7. To contribute to the preparation of papers for the Governing Body.
8. To lead on the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the school by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principals are adopted.
9. To monitor and reconcile the School Private Funds.

Human Resources:

10. To work and liaise with the school's HR provider and HR Assistant regarding personnel matters, undertaking school level HR administration and the implementation of school policies and processes in relation to, the recording, monitoring and management of sickness absence and payroll.
11. Seek advice from the School's HR team regarding terms and conditions of employment as required.
12. Support the recruitment, management and training of any apprentices as required.
13. Responsible for the induction process of new staff and practical completion of checks for departing staff

Site Management:

14. Through line management of the Premises Team, to establish and maintain a clean, secure, attractive and purposeful working environment, with responsibility for maintenance, development and security of the school site and buildings.
15. Be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation.
16. To prepare and submit capital bids for work to be undertaken on the school site.
17. To project manage or work in conjunction with a project manager (for larger projects) for schemes that include refurbishment or developmental work of the premises.
18. Oversee school lettings to external organisations and the development of extended School activities.
19. Be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and to implement risk management and loss prevention strategies in the School.
20. Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

Catering:

21. To oversee the school's Catering Service provision ensuring that the school meal service is delivered to the specification.
22. To monitor performance, pricing and customer satisfaction and liaise with key school staff to provide regular feedback to caterers
23. To be key point of contact with caterers for all issues including orders for out of hours catering and events

Cleaning:

24. Through the supervision of the Cleaning Contractor ensure that the cleaning service is delivered to the specification.
25. Ensure that COSHH standards are in place, arranging training where required.

Health and Safety:

26. To lead on health and safety and its co-ordination across the school, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of School policies and procedures in partnership with the School Business Manager.
27. Through liaison with the Premises Team, and in co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To make sure all records of and to ensure regular fire practices and alarm tests have taken place. To ensure emergency procedures are current and timely.
28. Ensure that there is a clear system in place to identify, prioritise, resolve and/or mitigate any raised H&S or premises issues.
29. To lead on all accident and incident reporting and investigations, liaising with the parents and the school as necessary.
30. To work with the School Business Manager and Governors to ensure that the school is compliant with health and safety legislation.
31. To maintain and update the Business Continuity Plan and the Risk Register

32. To undertake and maintain risk assessments and COSHH assessment and maintain other Health & Safety Records.
33. To train and develop staff understanding of all Health and Safety issues including oversight of the training of first-aiders and fire marshals.
34. To arrange safety checks/servicing as required for the school minibus.
35. Ensure that staff, visitors and contractors are aware of relevant legislation which is fed into health & safety policies and procedures and are appropriately trained for their roles within school.
36. Promote and safeguard the welfare of children and young people who you have responsibility for or come in to contact with, including ensuring that premises staff and contractors are aware of procedures and appropriate DBS checks and training in place.
37. Manage provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

GDPR:

38. Act as Data Protection Lead for the School.
39. Work with the LA Data Protection Officer to secure the School's compliance with Data Protection Regulations.
40. To respond and be responsible for the administration of Freedom of Information (FOI) and Subject Access Requests (SARS) requests.

Lettings:

41. Oversee the marketing of lettings.
42. Manage staff taking bookings and administering of lettings.
43. Manage the Duty Managers.
44. Ensure staffing, site security and site maintenance is set to maximise lettings income.

Professional Development:

45. Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: August 2021



Deputy School Business Manager

Person Specification

Job Title: Deputy School Business Manager
Reports to: Head Teacher/School Business Manager

	Attributes	Measurement
Qualifications and Experience	Evidence of business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints	A, I
	Experience of managing change and implementing new systems/procedures/controls	A, I
	Evidence of effective leadership and line management of staff including a team	A, I
	Educated to A' Level or significant business management or school experience	Q
Knowledge and Skills	Knowledge of HR policies and procedures and of Health & Safety regulations in a school setting	A, I
	Able to assist in the development of policies and implement new procedures in line with the needs of the school	A, I
	Ability to build and form good relationships with students, colleagues and other professionals	A, I, R
	Able to lead, develop and motivate a team of staff, delegating duties as required	I
	Ability to work constructively as part of a team, understanding school roles and responsibilities including own	I
	Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	A, I
	Ability to proficiently use office computer including word-processing, spreadsheets, database and SIMS etc.	A
	Knowledge and understanding of methods of ordering, contracts, purchasing and value for money	A, I
	Numeracy skills to undertake the financial duties of the post	I
	Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information	I



Personal Qualities	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills with ability to maintain strict confidentiality ▪ A diplomatic and patient approach ▪ An ability to cope with interruptions and remain calm under pressure ▪ Initiative and ability to prioritise one's own work and that of others to meet deadlines ▪ Able to follow direction and work in collaboration with Leadership Team ▪ Able to work flexibly, adopt a "hands on" approach, and respond to unplanned situations ▪ Ability to evaluate own development needs and those of others and to address them ▪ A willingness to seek specialist advice and awareness of where to seek it ▪ Able to attend evening meetings if required ▪ Commitment to the highest standards of child protection ▪ Recognition of the importance of personal responsibility for Health & Safety ▪ Fully supportive of and committed to the school's ethos, its aims and its whole community 	<p>A, R</p> <p>I, R</p> <p>A, I, R</p> <p>A, R</p> <p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Special Requirements	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment</p>	

A= Application Form, I = Interview, Q = proof of qualification R = references

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.