**Richard Lander School Job Description**

**Job Title:**  School Business Manager

**Grade:**

**Responsible to:** Headteacher

**Direct Supervisory** Finance and Personnel Officers,

**Responsibility for:** Administration Staff, Site Development Officer, School Medical Officer

**Indirect Supervisory** All other non-teaching staff; Teaching

**Responsibility for: A**ssistants, Cover Supervisors, and Technicians.

**Important functional Internal:** Senior Leadership Team; all teaching and support staff, students and Governors.

**Relationships: External:** Local Authority Officers and advisers, suppliers of goods and services; governors and school business managers of other schools, parents.

**Main Purpose of Job:**

1. The School Business Manager is the school’s leading support staff professional and works as part of the Senior Management Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of assigned school support staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of business ethos within the school and strategically ensures the most effective use of school resources in support of the school’s learning objectives.
4. The School Business Manager is responsible for the following:-

* Financial Resource Management
* Administration Management
* Human Resource Management
* Facility and Property Management and Development

**General Duties**

**Leadership and Strategy**

1. To be a member of the Senior Leadership Team and attend, as appropriate, Senior Leadership Team, Full Governing Body and appropriate Governors’ committee meetings.
2. To negotiate and influence strategic decision making within the school’s Senior Leadership Team when appropriate.
3. To take delegated responsibility for financial and other decisions with the Headteacher and other members of the Senior Leadership Team.
4. To plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage identified school support staff.

**Financial Resource Management**

1. To be responsible for the construction and management of the school budget, including external funding sources.
2. To develop the school business plan and long-term strategy for the future development of the school.
3. To be responsible for preparing the school budgets, including the provision of accurate estimates, forecasts and projections of income and expenditure.
4. To present monthly budget reports to the Headteacher for analysis.
5. To present termly budget updates to Governors for analysis and approval
6. To present and submit the proposed annual budget to the Headteacher and Governors for approval. To discuss, negotiate and agree the final budget.
7. To use the agreed budget to actively monitor and control financial performance to achieve value for money.
8. To prepare 3 year forward budget projections in line with School Development Priorities.
9. To maximise income generation within the ethos of the school. To lead income generation, including lettings and sponsorship. To advise the Headteacher and Governors on investment and financial policy, preparing cost/benefit appraisals for particular projects.
10. To liaise and negotiate with providers of goods and services and third party contractors in consultation with the Headteacher, including negotiations relating to terms of service level agreements with the LA departments in accordance with Best Value frameworks. To conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from them.
11. To monitor and control each curriculum area’s spending on an ongoing basis and liaise with Heads of Department and the Senior Leadership Team to ensure ongoing awareness and control of individual curriculum areas’ budgets.
12. To advise Heads of Department on budget planning and spending to ensure legitimate and appropriate use of school funds and no overspends. To ensure that Heads of Department achieve Best Value for their respective curriculum area.
13. To produce regular reports regarding the school’s financial status to all budget holders, the Headteacher and the Senior Leadership Team and Governors. To prepare financial returns for the DFE, LA and other local and central government agencies as required.
14. To ensure that all payroll reconciliation is completed accurately on a monthly basis.
15. To attend Governors’ meetings to provide financial reports and information and to advise on financial matters on a regular basis.
16. To present timely and fully costed proposals for bids for additional funding.
17. To arrange and implement formal finance agreements in place with suitable providers of goods and services for the purchase of equipment when necessary.
18. To ensure appropriate procedures and systems are in place for the raising of invoices, to include monitoring of debtors and pursuing outstanding debts.
19. To supervise procedures for the receipt and deposit of money collected from external sources e.g. lettings.
20. To manage all non-public funds i.e. school private funds including the production and presentation of the annual accounts to the Governors’ Finance Committee.
21. To monitor all school bank accounts, ensuring appropriate use of each account and regular reconciliation of bank statements.
22. To ensure appropriate security arrangements and authorisation for the processing of all purchase orders, payments and pretty cash transactions.
23. To be responsible for dealing with the school’s VAT liabilities.
24. To be responsible for the security arrangements for cash held in the school and banking procedures.
25. To regularly review school accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
26. To identify and inform the Headteacher and Governors of the causes of any significant variances in the school budget and take prompt corrective action.
27. To advise the Headteacher and Governors if fraudulent activities are suspected or uncovered and inform the Police, Bank, LA etc.
28. To maintain close relations with the Local Authority finance and audit teams.
29. To ensure that FMSIS data is kept up to date and reviewed regularly in preparation for assessment.

**Facility and Property Management under the PFI Scheme**

1. To be lead senior RLS member of staff with regard to oversight of all aspects of PFI related matters.
2. To liaise directly with the Deputy Headteacher with line management responsibility of site related matters and where appropriate, the Headteacher.
3. To liaise with Interserve (PFI Contractor) regarding maintenance of the school site and the buildings within the parameters of the PFI contract.
4. To assist in the preparation of maintenance schedules and the efficient operation of all facilities on the property.
5. To ensure that all aspects of the PFI contract with the PFI team and Interserve are delivered correctly and any shortfalls are reported promptly via the appropriate reporting procedures.
6. To ensure that any variations in the PFI contract i.e. additional building work etc are negotiated correctly with the PFI team and Interserve and the desired outcome is achieved on behalf of the school.
7. To ensure that the appropriate finances are in place to carry out any PFI contract variances.
8. To be responsible for the safety, cleanliness and upkeep of all school premises, reporting shortfalls to Interserve including the Cleaning and Grounds contracts.
9. To ensure the continuing availability of utilities, site services and equipment through liaison with Interserve.
10. To ensure that all appropriate school resources and equipment are tested regularly, within H&S guidance (eg: Science / DT / PE equipment).
11. To ensure ancillary services e.g. catering, cleaning etc. are monitored and managed effectively.
12. To ensure a safe environment for all the stakeholders of the school.
13. To manage the letting of the school premises to external organisations, for the development of extended services and local community requirements.
14. To be responsible for ensuring the necessary buildings, contents and employers liability insurance arrangements are in place.

**Health and Safety**

1. Working with the Deputy Headteacher with oversight of site matters, to be the lead member of the SLT with regard to Health and safety across the school. This includes PFI matters and all other H&S matters, beyond the PFI.
2. To line manage the school’s medical officer and, working with the Deputy Headteacher, have lead oversight of policy and practice with regard to the school’s medical service. This includes oversight of medical/accident logs.
3. To regularly report on the matters above to the Deputy Headteacher with oversight of all site matters and where appropriate to the Headteacher. Additionally, to report to governors via governor reports and meetings.

**Administration Management**

1. To manage the whole school administrative function and line manage relevant administrative staff.
2. To design, maintain, monitor and review administrative systems that deliver outcomes in line with the school’s aims and goals.
3. To use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
4. To benchmark systems and information to assess trends and make appropriate recommendations.
5. To prepare information for publications and returns for the DCFS, LA and other agencies and stakeholders within statutory guidelines.

**Human Resource Management**

1. To manage all aspects of personnel management e.g. contracts, salaries and conditions of service for all staff at the school.
2. To ensure that all staff are paid accurately and on time.
3. To ensure that all recruitment, appraisal, staff development, grievance, disciplinary, equality and redundancy procedures comply with legal requirements and are clearly communicated to all staff and governors.
4. To manage recruitment, including advertising of all vacancies in the local and national press, and interviews for staff appointments.
5. To ensure that the school’s safer recruitment policy is applied to all staff appointments to safeguard students.
6. To ensure that the school’s Single Central Record is properly maintained and kept up to date and where there are any issues, to report these immediately to the Headteacher.
7. To manage in liaison with other members of the Senior Leadership Team performance management, appraisal, training and development of appropriate support staff.
8. To be responsible for the management of all groups of support staff within the financial, personnel and administrative departments of the school ensuring appropriate supervision and deployment.
9. To advise the Headteacher and Governors with regard to the assessment of all staff salaries, personnel policies and procedures.
10. To co-ordinate and participate in the recruitment and selection of new support staff within the areas of responsibility as and when required.
11. To ensure regular appraisals are conducted for relevant support staff and make arrangements for the necessary staff training in accordance with identified development areas.

**Data Protection**

1. To be the school’s designated Data Protection Officer
2. To ensure that all aspects of the school’s practice work with regard to data protection is within the defined parameters of data protection regulations.
3. To advise the Senior Leadership team and Governors with regard to data protection regulations and the school’s current practice in line with it.

**General Responsibilities**

1. To remain aware of and adhere to the school’s child protection policy and procedures.
2. To be aware of and to adhere to wider regulations, legislation and practices (e.g. relevant employment law, equal opportunities policies, DfE, LA and school health and safety policies, etc).
3. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
4. To be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required.