



# Job Description School Business Manager

## EXCELLENCE

Ambitious  
Courageous  
Achieving  
Leadership

## CREATIVITY

Risk taking  
Flexible  
Inquisitive  
Reflective

## VISION

BSfG skills  
Values  
Technology  
Global

<b>Job Title</b>	School Business Manager
<b>Line Manager</b>	Headteacher
<b>Line of Management</b>	Finance Team, Associate staff (QA), Site Manager, Canteen staff and ICT
<b>Salary Scale</b>	PO8 point 46-49 £51,837-£55,017 per annum
<b>Main Purpose of the role</b>	<p>The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims. The main purpose of the role is to:</p> <ul style="list-style-type: none"> <li>• Act as the key individual responsible for providing professional leadership and management of <b>school support staff</b> in partnership with teaching staff, to enhance their effectiveness, to achieve improved standards of learning and achievement in the school</li> <li>• Provide the highest standards of <b>professional and business ethos</b> within the administrative function of the school and strategically across the role</li> <li>• To ensure the most effective use of resource management and 'best value' in support of the school's strategic objectives</li> <li>• Take responsibility for the financial resource management/administration management/information /ICT/human resource management/facility &amp; property management/ health &amp; safety management of the school through the effective leadership of these identified teams</li> <li>• To lead in the formulation of the schools budget and staffing structure</li> <li>• To act as a member of the schools leadership team, attending meetings and playing an active and visible role within the school</li> <li>• With the Headteacher to explore the opportunities for growth within the academy. Currently the school works in partnership with a local primary school</li> </ul>
<b>General Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems and controls working closely with the schools Finance Manager</li> </ol>

2. To have overall responsibility for other core business services including ICT, HR, premises, catering, lettings and administration in order to facilitate creating an outstanding educational environment for the students
3. To have overall responsibility for the line management and appraisal of administrative and support staff
4. To ensure that the administrative support for school governance is carried out to a high standard
5. To be part of the senior leadership team and to work alongside the rest of the senior leadership team and governing body
6. To promote the schools ethos and support school initiatives and policies
7. To stay up to date with the developments in the education sector and local community

**Financial Resource Management**

1. To develop and implement the schools financial modelling allowing the Headteacher and the Governing Body to make well-informed strategic decisions
2. To be responsible directly to the Headteacher and the Governing Body for all financial and accounting procedures and reporting, including monthly budget monitoring and annual statement of accounts
3. To line manage the finance manager and oversee the team so that they can be effective in their roles
4. Ensure that a full reconciliation is undertaken once a month for all bank accounts
5. To develop, implement and maintain the operation and compliance of financial controls, standards and systems
6. Leading the monitoring of payment of salaries, ensuring that the required returns are completed to deadlines
7. To prepare and maintain the budget, financial plans and forecasts of income and expenditure to facilitate the management of the school
8. To complete necessary financial returns, bids and grant claims ensuring all streams of revenue are fully secured and accounted for
9. To source additional strands of funding in order to strengthen the schools financial position
10. To be responsible for overseeing the schools asset register
11. To negotiate, manage and monitor tenders, contracts, licences and service level agreements to ensure effective and high quality delivery of services to the school and value for money
12. To ensure the schools insurance cover is up to date and effective
13. To act as cost centre manager for specific budget areas and provide advice to the school staff on financial matters such as budgetary controls
14. To maintain the schools accounts in accordance with legislation, Education Funding Agency and Department for Education guidance (Academies controls).

<b>Premises Management</b>	<ol style="list-style-type: none"> <li>1. To line manage the schools Site Manager ensuring that the schools site, and buildings including their maintenance, security and development and furnishing are all maintained to a high level</li> <li>2. To report to the Headteacher and Governing Body on the premises issues and make recommendations on the spending on repairs and any capital works</li> <li>3. To prepare all paperwork in respect of EFA Capital bids, liaising with architects, surveyors, contractors etc</li> <li>4. Alongside the Site Manager, liaise with external contractors with regards to building maintenance works</li> <li>5. To ensure that the energy consumption is monitored and saving measures are in place</li> <li>6. To oversee the preparation of an annual plan of building maintenance and forecasts of any capital works</li> <li>7. To manage and drive income from the school facilities and any other revenue sources</li> <li>8. To ensure the management of school lettings is effective and provides good value for the school</li> <li>9. To work alongside the Site Manager to manage the premises budget ensuring value for money</li> </ol>
<b>Health and Safety</b>	<ol style="list-style-type: none"> <li>1. Act as the schools Health and Safety Officer and Fire Officer; ensure that all health and safety legislation, polices and procedures are adhered to</li> <li>2. To prepare and update the school emergency plan and risk analysis</li> <li>3. To lead regular health and safety risk assessments visits and reviews</li> <li>4. To ensure that First Aid requirements are in place for staff and student safety including keeping an up to date register of First Aid treatments, accident logs and training of First Aiders</li> <li>5. To make arrangements for appropriate health and safety training to take place</li> </ol>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1.To act as the lead professional in the school for human resources</li> <li>2.To line manage the schools human resource officer</li> <li>3.To lease with the schools legal advisory services as and where needed</li> <li>4.To manage the schools staffing calculator and advise staff on new appointments, salaries and costings</li> </ol>
<b>Catering</b>	<ol style="list-style-type: none"> <li>1. To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service.</li> <li>2. To ensure cashless catering system is run efficiently including support for parents and cost control.</li> </ol>
<b>IT support</b>	<ol style="list-style-type: none"> <li>1. To line manage the IT network manager on day to day and network related issues. To ensure staff and students are efficiently supported on a timely basis</li> </ol>

2. To have overall responsibility for ensuring that the schools IT systems are well maintained and designed to enhance the teaching and learning within the school
3. Alongside the network manager at senior leaders responsible for teaching and learning, to have overall responsibility for the planning and oversight of any IT projects and maintenance updates to ensure the IT systems and IT equipment are fit for purpose and that there is no unnecessary interruption to the teaching and learning.
4. To ensure e-safety policies and procedures are in place and adhered to
5. To support the office manager in ensuring that the school website is complaint with current requirements
6. To have responsibility with the ICT Network Manager, for ensuring that the schools IT systems are secure and protected against any potential cyber-attacks
7. To ensure that school has all appropriate IT licences in place
8. To take responsibly on policy development in line with all areas of responsibility

**Other duties**

1. To ensure that the school complies with Data Protection, Copyright and Freedom of Information legislation
2. To work with the Chair of Governors and Headteacher to ensure that the school complies with its statutory obligations as an academy
3. To ensure confidentiality of records and information is maintained
4. Take overall responsibility for the school workforce return
5. To take part in whole school training programmes and be responsible for their own professional development
6. To induct and train new support staff
7. To collaborate with all other relevant members of staff
8. To comply with the schools Equal Opportunities Policy
9. To take part in whole school initiatives and events
10. To attend relevant meetings (e.g. Governing Body meetings) as required

**PERSONAL AND PROFESSIONAL CONDUCT**

- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position
- Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions
- Show tolerance of and respect for the rights of others
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the

law

**Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.**

**Confidentiality**

**During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.**

**Data Protection**

**During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.**

**Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_