



SCHOOL MANAGER

MG 1 Points 1 - 5

JOB DESCRIPTION

This is a demanding job which needs a variety of skills, the overriding one being to be proactive not reactive regarding situations which may arise.

The School Business Manager is the school's leading support staff professional who is responsible for personnel management, premises management, budget planning, administration aspects of financial management, payroll administration, Health & Safety, compliance & administration and all matters within the management of the School, which are supportive to, but do not directly involve teaching and learning.

To be responsible for strategic planning in relation to the business and support services of the School, including all financial implications, and ensuring that the School uses its resources effectively and efficiently at all times.

As a member of the Senior Management Team, to be responsible for: creating and delivering a shared corporate strategic vision; building capacity across the workforce; improving organisation structures and functions so the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and wellbeing of students.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND STRATEGY

- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- Attend Senior Management Team, full Governing Body and appropriate Governors' sub-committee meetings.
- Contribute to planning and managing change in accordance with the school development plan
- Provide leadership, motivation, direction and support to all staff in the post holder's area of responsibility.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.
- Improve and develop financial statements, forecasts and best value procedures
- Attend 'Finance & Resources Committee' Meetings to provide information as required including annual budget statement, CFR Return, Financial Summary and School Financial Value Standards.
- Implement school-wide changes and allocate resources in line with the SIP.
- Be responsible for line-managing the Administration, Premises, Catering and Lunch teams, including appraisal, recruitment and professional development.

FINANCIAL MANAGEMENT

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds.
- Prepare and present the annual budget for approval by the Headteacher and Governing Board.
- Formulate short and long term budget strategies with agreed procedures which are reviewed annually.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are required.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long term decisions.
- Attend Finance and Resources Committee meetings, providing advice, financial updates and monitoring reports as required.
- Comply with financial reporting requirements, and submit all statutory returns.
- Ensure that all finance procedures are carried out in line with current regulations and LA Financial Regulations and that effective monitoring systems of income and expenditure are operated.
- Develop and maintain the school's Financial Procedures Manual and ensure that it is kept up to date.
- Annually review Service Level Agreements offered by the LA and external consultants/contractors to achieve best value for money and present findings to the Finance and Resources Committee.

- Provide regular reports and longer-term assessment on income and expenditure to school budget holders.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, monthly reconciliations are completed and clear records are kept.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Monitor and control expenditure, including the monitoring of all ordering, receipting of goods and payment of invoices.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
- Manage the school's letting offer.
- Monitor and review the school's insurance policies and process claims where loss or damage occurs.
- Ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT and Governing Board accordingly.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Work with the Headteacher and Governing Board to generate and co-ordinate new income streams that support the school's long-term development plans and its vision.
- Be the point of contact with regard to all matters relating to the post.
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PERSONNEL MANAGEMENT

- Ensure that all recruitment procedures are administered in accordance with employment law and safer recruitment procedures.
- Ensure all HR processes and systems are legal, compliant with internal policies and best practice and are efficiently undertaken.
- Undertake the administrative aspects of the appointment and employment of teaching and support staff, compliance with legislation and good practice relating to employment protection and equal opportunities.
- Carry out all pre-employment checks for new employees, set up contracts, deal with staff queries regarding salaries, expenses, sickness and maternity procedures etc.
- Manage the school's payroll provision with the payroll provider. Check and approve the payroll file on a monthly basis and ensure that all additional payments/deductions are calculated correctly.

- Monitor absence and ensure that return to work interviews are completed for all staff.
- Advise on HR issues within school and liaise with the school's external HR provider.
- In partnership with SMT, conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Line manage Administration, Premises and Lunch staff carry out appropriate appraisal procedures and assist in the identification and addressing of any training and development needs.
- Manage the school's Single Central Record database.
- Maintain confidential staff records.
- Ensure the staff workforce census is completed.

PREMISES

- Line manage the Premises Team and liaise with the team to implement the premises decisions of the Headteacher and Governing Board.
- In partnership with the Headteacher and Facilities Manager, share responsibility for the maintenance of the school site and the buildings, and the efficient operation of all facilities on the property.
- In partnership with the Headteacher and Facilities Manager, manage the school's compliance with health and safety regulations and put in place process and procedures to ensure the safety of all in school.
- Establish and maintain a school Health and Safety policy and oversee a programme of risk assessments and fire drills.
- Lead the planning and implementation on site of new capital and refurbishment projects.
- Liaise with the Premises Team to ensure all contracts are maintained to the highest quality and provide the school with value for money.
- Ensure that premises insurance and liability insurance policies are taken out annually.
- In partnership with the Facilities Manager, ensure and monitor appropriate comprehensive records in relation to premises management.
- Maximise the use of the premises both by school and outside agencies in order to generate income.
- Liaise with the Facilities Manager on the security and safe working condition of the school site.
- Oversee and monitor risk assessments in conjunction with the Facilities Manager.
- Ensure the on-going effectiveness of the Business Continuity Plan and be aware of its place within management procedures of the school.
- Advise the Governing Body's Finance and Resources Committee.

HEALTH & SAFETY

- Carry out Health and Safety Checks with the Facilities Manager, Health & Safety Governor and external Health and Safety Consultants.
- Ensure that contracts for annual health and safety checks are carried out by the relevant services.
- Ensure that Risk Assessments are carried out for all areas of the school.
- Formulate, monitor, implement and review the school's Health & Safety Policies and Premises Management policies and Risk Assessment procedures.
- Ensure all new staff receive Health and Safety Training from the Facilities Manager and refresher training is given to all staff by the external Health and Safety Consultants.
- Ensure Fire Risk Assessments and all statutory inspections are carried out.
- Ensure all fire prevention equipment is maintained.
- Ensure regular fire drills and lockdown drills are carried out.

COMPLIANCE

- Manage the school's compliance with statutory obligations and advise others on the relevant legal regulatory and ethical requirements.
- In partnership with the Network and Facilities Manager, be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- Keep records, both in paper and electronic form, in accordance with the school's retention schedule and data protection law, ensuring information, security and confidentiality at all times.

GENERAL

- The School Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Present a positive, professional and inclusive public image for our school in dealings with parents, pupils, staff, governors, local authority officers and the wider community.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the school's ethos and work towards the overall aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Provide administrative support for the Headteacher and Governing Board.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.