

# Senior School Business Manager (Scale 17) Job Description



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<b>Job title:</b>	Senior School Business Manager	<b>Ealing GLPC Grade:</b>	Scale 17
<b>School:</b>	Horsenden Primary School	<b>Post No:</b>	
<b>Line manager:</b>	Headteacher		
<b>Supervisory responsibility:</b>	Line management of staff including finance administration, swimming pool and site manager Conduct the performance management of direct reports		
<b>Hours:</b>	35 hours a week, (52 weeks)		

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## Main purposes of the job

- Act as professional and financial adviser to the Headteacher and Governors with regards to the business functions of the school.
  - Act as the school's leading support staff professional and work strategically as part of the Senior Leadership Team to assist the Headteacher and Governors in their duty to ensure that the school and swimming pool provision meet their educational aims.
  - Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
  - Be responsible for the Financial Resource Management/ Management Information and ICT/ Facility & Property Management/ Health & Safety Compliance and Management of the school and swimming pool.
  - Provide professional leadership and management of school as part of the Senior Leadership Team and Swimming Pool support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school and swim school.
  - Be a visible member of the Senior Leadership Team for families and the wider school community and develop collaborative partnerships with other schools and organisations.
  - Promote safeguarding and be aware of and compliant with Child Protection and Safer Recruitment procedures, policies and practice.
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## Specific Duties

### Leadership Skills

1. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
2. Contribute to the strategic self-review process, performance management, staff and structure reviews and the school improvement cycle.
3. Effectively participate in and present at appropriate committee, governor, SLT and other external meetings.
4. Work with members of the Senior Leadership Team, Swimming Pool Manager and Children's Centre Manager, to prepare a rolling business plan for the future development of the school and Seahorse Swim School and to review Health & Safety management of the Children's Centre.
5. Respond to the changing needs of the school, Children's Centre and swimming pool through driving change with customer focussed pragmatic service solutions in mind.

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6. Act as the school representative when dealing with complex situations with parents, contractors and members of the public.
7. Have high expectations of colleagues' performance and hold them to account to get the best for the school, swimming pool and community.
8. Collaborate and share best practice within school and with other schools & organisations.
9. Support the Office Manager to strategically manage marketing strategies and the extended school provision and lettings.
10. Work with the Office Manager to review and develop administrative procedures for the school and maintaining and operating agreed procedures in order to ensure that all statutory requirements are met, including all external data collection and GDPR.
11. Be responsible for ensuring the school operates and is compliant with statutory regulations and deadlines surrounding GDPR, being the Designated Data Protection Liaison, supported by the schools Data Protection Agency.
12. Be responsible for monitoring, recording and reporting all GDPR breaches.

## Financial Management and Income Generation

13. Hold overall management responsibility for the school's and swimming pool's finances, financial systems and accounting procedures; lead and advise the Headteacher and Governors on strategic and operational financial management within the school.
14. Analyse, manage, prepare and present monthly budget monitoring and any other financial reports and report on their impact on longer term budget plans to key stakeholders.
15. Plan, prepare and present the rolling 3-5 year plan plus detailed annual budget to the Governors for approval and be responsible for reporting to and reconciliation of LA and DfE financial records.
16. Be proficient in the use of the school's financial software (FMS) and undertake financial processes including bank reconciliation; school purchase card reconciliation; BACS payments; order and invoice authorisation.
17. Advise the Headteacher in determining, allocating and controlling delegated budgets and earmarked funding streams and ensure that such funds are properly accounted for.
18. Advise the Headteacher on the financial implications of the school's staffing and pay structures.
19. Be responsible for keeping analyses of costs and statistical records as well as conducting regular benchmarking exercises using consistent financial reporting tools.
20. Negotiate, manage and monitor contracts, service level agreements, tenders and agreements for the provision of support services and explore comparisons for cost saving initiatives.
21. Lead the school's ICT strategy, monitoring developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning and staff wellbeing.
22. Develop ICT budgets, manage and monitor expenditure against them to support the School Development Plan.
23. Be responsible for budgetary accountability of all bank accounts, cash and financial resources ensuring that efficient and safe routines are maintained concerning collection and security.
24. Ensure compliance with SFVS, statutory returns and other financial regulations to the LA and other relevant bodies.
25. Manage the School and Swimming Pool's cash flow and maximise the schools interest within financial, legal and regulatory constraints.
26. Oversee the school's licences and insurance policies in all forms including arrangements for their review.

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27. Promote and extend the use of the site as a method of maximising generating income through letting the school's facilities including the swimming pool and school house ensuring compliance and monitoring of leasing arrangements and contracts.
28. Maximise income generation through fundraising, bid & grant applications in order to secure funds for school projects, extra curricula activities & additional resources.
29. Prepare termly invoices for lettings and full time nursery places.
30. Complete monthly Nursery funding submission.

## Facilities Health and Safety and Estate Management

31. Engage effectively with all stakeholders to provide strategic direction for school improvements works and manage the estate, building projects and facilities functions within the school.
32. With the support of the Site Manager, design and carry out a rolling programme of refurbishment, development and maintenance works for the school premises and grounds, ensuring maximum site security and working within budgetary constraints.
33. Formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation in order to maintain a safe working environment.
34. Have overall strategic responsibility for the co-ordination and management of site works and communication/developing relationships with architects, contractors, external partners and council officers with regard to the maintenance, refurbishment and development of the site.
35. Oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.
36. Oversee the Site Manager's regular progress reports and that any recommendations are made to the Headteacher and the Governors' Resource Committee.
37. Strategically oversee the negotiation, evaluation and effective management of contracts for works and ancillary services, such as the cleaning contract, to the site.
38. Retain expert knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.
39. Know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
40. Formulate, monitor and implement a comprehensive Emergency Plan and contingency for technology failure with an emphasis on disaster recovery to ensure business continuity and reduce unnecessary risk.
41. Have overall responsibility for the records of fire practices and alarm testing, including termly fire drills and ensuring emergency procedures are current and timely.
42. Implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.
43. Be a key holder for the school site and manage master key allocation and log.
44. Overall Administrator (Super User) for school's Judicium platforms for GDPR, H&S reporting system (Parago), Paxton security system, Fire Risk Management and H&S Risk Management, undertaking annual risk assessments for all three platforms with follow up termly reviews.
45. Responsible for ensuring that all mandatory health and safety training is completed by the appropriate staff and that a training log is maintained with primary and secondary personnel for each mandatory area of work.
46. Responsible for maintaining the school's asset register on Parago and liaising with insurance provider where appropriate.

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## Human Resources

47. Work with the Headteacher to provide strategic leadership and guidance on HR policy and related issues within the school, ensuring that HR policies and procedures are effectively implemented.
48. Ensure that all relevant school policies, including the equality policy, are communicated to and understood by key stakeholders and monitor how they are put into practice, feedback back to the Senior Leadership Team, providing support as necessary.
49. Work with the Office Manager to oversee the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment processes; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (MIS) and confidential files including the single central record.
50. In the absence of the Office Manager, be responsible for maintaining and reporting on the schools Single Central Record, ensuring that all personnel undergo appropriate checks.
51. Line manage and performance manage direct reports ensuring they are supported, motivated and well developed to fulfil their roles effectively.
52. Act as the point of contact within the school for the ICT Technician ensuring that all aspects of the school's ICT network and hardware support effective teaching and learning.
53. Be responsible for the systems and management of the schools administrative and financial computer network, the implementation of appropriate management information systems and act as Systems Manager.
54. Support the Headteacher in strategically planning for future staffing needs, reviewing organisational structures, assist with staff training & development, the development of performance management systems & reviewing budget implications.
55. Ensure that all staff details are kept securely as agreed with the Data Protection Agency and GDPR.
56. Respond to emergencies appropriately and inform relevant staff.
57. Prepare annual leave submission for zero hour contracts.

## Swimming pool Management

58. Manage the swimming pool in such a way to ensure that it is profitable in the short and long term.
59. Line manage and performance manage the Swimming Pool Manager ensuring that the organisation, co-ordination and administration of the Seahorse Swim School is professionally managed and maintained.
60. Work with the Swimming Pool Manager to maximise the growth and income opportunities the swimming pool provides.
61. Fully understand and be able to report on the financial implications of running the swimming pool on the whole school budget. Ensure costs and expenses of the swimming pool are maintained separate from the whole school budget.
62. Ensure that an appropriate percentage of the revenue generated from running the swimming pool is fed back into promoting the business, and development of the facilities and staff.
63. Support the Swimming Pool Manager to oversee the management of the swimming pool facilities including pool plant management and water testing regime.
64. Hold overall management responsibility for ensuring that the Normal Operating Procedures, Emergency Action Plan and Technical Operating Procedures for the swim facilities are maintained in line with the HSE Managing Health & Safety in Swimming Pools HSG179 and PWTAG Code of Practice and reviewed on an annual basis.



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65. Hold a Pool Plant Operator qualification to support the management of the swim facilities in school closedown periods. Out of hours, weekend and school holiday emergency cover required.

### Other areas of work

66. Working with the DSL, be responsible for designing, implementing and monitoring IT filtering policies and services, ensuring the appropriate systems are in place and regularly reviewed. Undertake weekly filtering checks.

67. Eco School Co-ordinator, facilitating the Eco School programme within the school, maintaining our Green Flag award and leading the Eco Warriors team.

68. Represent the Headteacher at appropriate meetings as required.

69. Undertake similar duties corresponding with the level of the post as required by your line manager.

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### Signatures – line manager and job holder

Signature of Manager: ..... Date:     /     /

Signature of post holder: ..... Date:     /     /