

SCHOOL BUSINESS MANAGER

KEY RESPONSIBILITIES

LEADERSHIP & STRATEGY

- Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings, oversee the clerk to the governor's role
- Negotiate and influence strategic decision making within the school's Senior Leadership Team
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage all school support staff

FINANCIAL RESOURCES MANAGEMENT

- With the support of the Trust's finance staff and in collaboration with the Headteacher, prepare realistic and balanced budgets for Governor approval, and lead the overall financial planning process, utilising key performance indicators and benchmark information where appropriate.
 - Use the agreed budget to actively monitor and control performance
 - Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
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ADMINISTRATION MANAGEMENT

- Propose revisions to the budget if necessary in response to significant or unforeseen developments
 - Analyse expenditure and identify savings to achieve value for money
 - Maximise income through outsourced lettings, catering, grants and other activities
 - Manage and monitor the school's assets and ensure effective credit control procedures are in place
 - Present timely and fully costed proposals, recommendations or bids
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- Manage the whole school administration function and lead all support staff
 - Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
 - Manage processes that interact across the school to form complete systems
 - Define job responsibilities for staff and other stakeholders
 - Develop processes that will enable value for money decisions for those managing resources
 - Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
 - Benchmark systems and information to assess trends and make appropriate recommendations
 - Prepare information for publications and returns for the DfE and other agencies and stakeholders within statutory guidelines
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HUMAN RESOURCE MANAGEMENT

- Ensure that all payroll information for the school's staff is accurate, up to date and authorised in line with timescales (supported by the Trust's in house payroll service)
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy procedures are followed and liaise with the Trust's HR lead to request changes in procedure where appropriate.
- Manage recruitment, performance management, appraisal and development for all support staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure people have a clear understanding of the Trust and school policies and procedures and the importance of putting them into practice
- Seek and make use of specialist Trust expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

CONTRACTS AND TENDERING

- Identify additional finance required and take a lead in the sourcing, preparation and claiming of bids, grants and claims, ensuring all streams of revenue are fully secured and accounted for
 - Achieve the most competitive pricing for goods and services in line with legislation and Trust policy
 - Negotiate, manage and monitor contracts, tenders and service level agreements, to ensure that services are delivered to a high quality and support the operation of the school
 - Maintain a register of all contracts for supplies and services and initiate proactive and formal reviews to demonstrate value for money and probity in relation to the use of public funds
 - Oversee the management of the letting of school premises to external organisations, within the approved procedures, ensuring full utilisation of facilities and maximising income for the school
 - Plan, oversee and deliver facilities improvement projects to enhance the provision and capacity of the school, including managing stakeholders and ensuring timely completion within budget in conjunction with Trust team
 - Maintain and review the risk register and take action to address any high risk areas.
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FACILITY & PROPERTY MANAGEMENT

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance, under the guidance of the Trust's Facilities Director
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Be the point of contact for the outsourced letting of school premises to external organisations, for the development of the extended services and local community requirements and promote the site as a venue with the aim of maximising lettings income
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

HEALTH & SAFETY

- Act as the school's health and safety co-ordinator and fire officer.
 - Plan, instigate and maintain records of fire practices and alarm tests.
 - Ensure the school's written health and safety procedures are clearly communicated and available to all people
 - Ensure the health and safety procedures are implemented at all times and regularly reviewed with the Trust's Facilities Director
 - Enable regular consultation with people on health and safety issues
 - Ensure systems are in place to enable the identification of hazards and risk assessments
 - Ensure systems are indeployed for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health and Safety Executive
 - Ensure the maximum level of security consistent with the ethos of the school
 - Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
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SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or equivalent level qualification	✓	
Relevant professional qualification in Finance / business management / business administration / accountancy / HR		✓
EXPERIENCE		
Demonstrable experience in leadership of finance people, facilities, and resource management	✓	
Financial management; creating and monitoring budgets and forecasts	✓	
HR knowledge and significant management experience	✓	
Experience of leading professional teams	✓	
KNOWLEDGE AND SKILLS		
Proficient in leadership of people, planning and systems	✓	
Very high level of literacy and numeracy	✓	
A proficient user of Information Technology	✓	
Experience of managing multi-disciplinary teams		✓
Working knowledge and understanding of accounting systems and finance practices		✓
An awareness of school administration required to support school services and school improvement		✓
Knowledge of education policies, administration and statutory education returns - workforce survey, admissions		✓
PERSONAL QUALITIES		
Able to work calmly and effectively under pressure. Prepared to work flexibly to meet the required objectives	✓	
Commitment to the continuous professional development of self and others	✓	
Good sense of empathy and well developed listening skills	✓	
Ability to work with colleagues across the organisation	✓	
A commitment to equality and diversity	✓	
Positive inter-personal and communication skills. Demonstrable negotiation skills.	✓	
Commitment to the shared responsibility for promoting and safeguarding the welfare of students	✓	

