



Job Title:	School Business Manager
Grade:	LBR17
Responsible to:	Headteacher
Responsible for:	Line management of administration and support staff as directed by the Headteacher
Date of Job Spec:	September 2013

Purpose of the Job:

The School Business Manager is a member of the Senior Leadership Team. The postholder plays a key role in school development, working collaboratively with the other members of the Senior Leadership Team to achieve the school's aims.

This is a full time post with a 36 hour working week. However, due to the seniority of the post, the School Finance and Business Manager will be expected to work beyond this, as and when necessary, to ensure that the School's needs are met. This includes attendance to support duties, events, parents' evenings, etc. It is expected that the SFBM takes his/her annual leave entitlement during the school holidays.

The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with Senior Leaders and teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The School Business Manager is the School's lead financial professional, ensuring that financial planning, controls compliance, record keeping and reporting are co-ordinated and delivered to the highest standards.

The School Business Manager also has responsibilities for Facilities Management, Administration, Income Generation, Service Contracts, Health & Safety, Grounds Maintenance, and aspects of Human Resources and Publicity and Marketing. They will also support the headteacher and other senior leaders in developing other aspects of school provision, for example IT and Marketing.

The School Business Manager provides strategic vision and leadership for support functions so that the school runs smoothly, efficiently and effectively and can deliver its aims and priorities.

Leadership & Strategy

- To support the Headteacher and other Seniors Leaders in developing and communicating a clear strategic vision for the school's improvement.

- With other Senior Leadership Team members, to develop, sustain and model the school's ethos and values and communicate high expectations of students and staff.
- Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings, and meetings with other staff groups as appropriate
- To work collaboratively with Senior Leadership Team members to take forward the school's priorities and proactively take forward agreed areas of the school's agenda to raise achievement and improve provision.
- To work with SLT and Governors in helping to deliver excellent resources for teaching and learning.
- To ensure that Caterham High School meets all its statutory and regulatory requirements
- In the absence of the Head Teacher, work under the direction of the delegated deputies to ensure appropriate financial and other decisions
- Plan and manage change in accordance with the school development /strategic plan.
- To lead school support staff, as directed by the Headteacher, and to line manage and develop a team of support staff
- To contribute to the development of the School Development Plan and lead on, develop and monitor identified SDP action plans.
- To contribute to the writing of the school Self-Evaluation Form in preparation for Ofsted and LEA visits.
- To contribute to the school's self-evaluation processes, collecting and evaluating evidence for identified aspects of the school's provision and impact and implementing subsequent actions.
- To develop, review and ensure full implementation of the school's policies as appropriate to post and responsibilities, working with other Senior Leaders as required.
- To develop, review and ensure full implementation of the school's systems and procedures for support services, ensuring that they adhere to relevant legislation and regulations.
- To promote the full implementation of legislation and guidance in relation to the protection and safeguarding of children and young people.
- To undertake the shared duties of the Leadership Team including duties, briefing, gate duties, parent evening duties, school events, etc.
- Provide leadership and direction to a number of Middle Leaders (for example covering the Finance, Administration and Premises teams) ensuring they are appropriately line managed and supervised in accordance with policies and procedures.
- Ensure staff meet high standards of work and conduct.
- Carry out the appraisals of a team of support staff as directed by the Head Teacher, in line with school policy

Finance

- Work with, and advise, the Head Teacher to deploy resources to meet the strategic development of the school
- Provide strategic leadership, direction and management, ensuring high financial standards.

- Evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget for school activity
- Prepare and submit a proposed budget to the Headteacher and Governors for approval and manage the overall financial planning process
- Identify and inform the Head Teacher of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Create and maintain a strategic financial plan that will indicate the trends and will forecast future year budgets
- Identify and generate sources of finance required to fund the school's proposed activities
- Present timely and fully costed proposals, recommendations or bids
- Ensure that the school meets the requirements of the financial standards and prepare the statutory annual accounts and financial reports.
- Manage all school finances in line with EFA financial regulations and the requirements of the annual audit.
- Prepare and monitor the school budget, highlighting issues as they arise and foreseeing potential difficulties.
- Prepare a detailed monthly budget monitoring report, based on the principles of accrual accounting, for the Governing Body's Finance Committee.
- Monitor staffing costs monthly, ensuring that staffing costs reflect the target of 80% of the school's overall budget
- Provide financial advice, information and analysis for the Head Teacher, SLT and Governors
- Establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required.
- Manage relevant contracts including negotiations of new contracts ensuring that consistent and effective contracting arrangements are maintained, seeking best value at all times.
- Keep abreast of financial and legal developments across the Educational Sector.
- Ensure best value in the acquisition of all services and resources through effective procurement.
- To ensure that the school procures its goods and services and uses its resources in a manner that promotes and supports sustainability and energy efficiency
- Prepare information for statistical and other returns for the EFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary.
- Manage the ordering, processing and payment of all goods and services and be responsible for an asset register.
- Maintain records to meet legal and tax requirements.
- Plan and manage cash flow to meet the needs of the SDP and in consultation with the Head Teacher and Governing Body.

- Manage the maintenance of all financial accounts and ensure the provision of regular reports to all budget holders.
- Advise all staff on correct financial procedures through the delivery of in house training on resource management.
- Ensure that action points from the annual audit are acted upon swiftly and effectively.

Income Generation

- Take a lead responsibility in the management of, and procurement of, income generation, including school lettings and other fundraising initiatives.
- Be entrepreneurial in maximising income, in continually researching and advising on funding and grant opportunities. Make appropriate bids and approaches to procure additional funds.

Administration Management

- Support the management of the school administrative and support functions
- Establish and use effective methods to review and improve administrative systems
- 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

Facility and Property Management

- Ensure that the school site is conducive to an effecting learning and working environment and are maintained to the highest possible standards in terms of: decoration; cleanliness; heating and lighting and general condition.
- Be proactive in identifying maintenance and improvement works, reporting to the Head Teacher and offering solutions.
- Take a lead role in the planning and implementation of major projects.
- Ensure that all contracts relating to premises are regularly reviewed for best value.
- 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
- 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 learning is at the forefront of provision
- Ensure ancillary services eg catering, cleaning, etc, are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Ensure appropriate insurances are in place for the school and implement and manage such schemes accordingly.

- Support the line management of the Network Manager, to ensure that the ICT systems are fit for purpose and represent best value for money.
- Take a strategic role in developing, supporting and monitoring the work of the Premises team.

Health and Safety

- Lead on all health and safety requirements and ensure compliance with legislation and risk assessment procedures.
- To line manage the schools Health & Safety Officer.
- Ensure that the school's Health & Safety policy statement is clearly communicated and available to all people.
- Ensure that regular communication on health and safety issues takes place.
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are met to keep the school site a safe working environment.
- Under the direction of the Head teacher, take responsibility for emergency/disaster planning and for a business continuity plan, so that the school is insured and covered for all eventualities.

Management Information Systems & ICT

- Work with designated Senior Leaders to ensure that ICT is purposed to enhance learning and achievement
- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Management of the school's ICT function and IT Support Team with the designated Senior Leader (Curriculum)
- Develop, Review and monitor Service Level Agreement for IT Support Team Services
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.

Marketing and Public Relations

- Support the Head Teacher to promote and market the school to a variety of audiences to raise the profile of the school
- Under the direction of the Head Teacher, manage on the development of marketing materials including prospectus, website, presentation folders, flyers, publications etc. ensuring they are a high standard and are consistent with the schools branding
- Contribute to the development of a marketing culture so that each department and individual within the school is aware of the contribution they can make to the promotion of the school

Human Resource

Work with, support and oversee the HR Officer to

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies are complied with.
- Oversee performance management, appraisal and development for all support staff under the direction of the Headteacher
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Work in liaison with the Head Teacher regarding HR compliance.
- Ensure that all contracts and procedures are in accordance with latest employment law, custom and practice
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning

Other duties

- Undertake any other duties commensurate with the grade, as directed by the Head Teacher