



***Date last modified:***      **November 2017**

**JOB TITLE:**                      **School Business Manager**

**GRADE:**                          **JM4**

**Line Manager:**                **Headteacher**

**Line Management:**        **Site Manager, Finance Manager, HR Manager, ICT team**

## **1. JOB PURPOSE**

1. 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.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

## **2. RESPONSIBILITIES AND ACCOUNTABILITIES**

### **General Duties:**

### **Leadership & Strategy**

2. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings.
3. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team.
4. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.

5. Plan and manage change in accordance with the school development/strategic plan.
6. To lead and manage all school support staff.

### **Financial Resources:**

To provide a comprehensive financial management service to budget holders, senior Managers, SLMT, HT and the school governors, to include:

- Responsible for preparing and setting details budgets for the school and recommending appropriate allocation of funds to meet the needs of the school annually and over the three year budget cycle including the strategic management of finances to ensure the school has the capacity to develop.
- Provision of financial management information for strategic recommendations such as staffing plans for the deployment of staff, including short and medium term forecasts and regular reporting to SLMT and Governors to ensure correct and proper monitoring and control of the school finances in line with statutory guidance e.g. the Local Authority Scheme for Financing Schools, FMSiS and the School Improvement Plan.
- Advise Governors and SLT on the best way to secure funding and income; recommending appropriate investment and income generation opportunities for the school. Provide the strategic lead on identified projects within the school, including fund raising, sponsorship and bid writing and pursuing appropriate commercial opportunities.
- Implement an agreed financial plan and advise SLT on financial policy, manage and invest surplus funds in line with the Local Authority financial regulations for 'cheque book' schools, managing the cheque book cash flow and reconciliation of accounts to ensure the school maintains a credit position and maximises interest generation.
- Manage the Finance functions in the school to ensure compliance with financial regulations and legislation.
- Developing and reviewing procedures and policies that meet these requirements to keep them fit for purpose.
- To liaise with the LA, LSC and other funding bodies on financial issues affecting the College.
- To attend appropriate Governor meetings and to facilitate the Governors' Finance & Personnel Committee.

### **Human Resources:**

Working closely with the HR Manager

- Responsible for ensuring that H&R and Personnel issues are properly managed within the school, recommending for Governor approval and adoption changes to school policies and procedures to ensure compliance with employment legislation and associated guidelines.
- Recommend for Governor approval and adoption the changes to school staffing structures and strategies to reflect the future needs of the school.
- Provide line management for staff who directly report to this post in collaboration with appropriate professional advisers to support the school's prime activity of teaching and learning.

- In conjunction with other HR professionals, review and develop HR policies and procedures within statutory and other guidelines to attract and retain the correct calibre of staff to the school.
- Responsible for implementation and monitoring the Vetting and Barring Scheme involving the Independent Safeguarding Authority in relation to recruitment and monitoring practices of people doing work with or for the school to ensure the relevant regulations and guidance are adhered to.

### **Administration, MIS Systems and IT Management**

Ensure provision of effective IT resources and through the Network Manager, the efficient running of the IT Support Team.

- Ensure inventories of equipment and stock are maintained.
- Ensure statutory and statistical returns are completed as appropriate to ensure the efficient running of the IT MIS system.
- Consider with the Network Manager approaches for existing use and future plans to introduce or replace technology in the College.
- Consult with relevant people and other parties to introduce new technology or improve existing technology across the College.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the College.
- Ensure that budgets for resources, support and training are provided to enable work colleagues to make the best use of available IT including teaching, learning and assessment systems.
- Oversee and line manage Network Manager & ICT Team.

### **School Environment**

- Responsibility for Premises, Facilities and Health and Safety including oversight of any community dual use and commercial lettings.
- Project Management of construction projects, preparation and implementation of R&M Plan and to lead the development, shaping and implementation of the long term strategic School Site Development Plan.
- Contract Management for all supplies and services including monitoring and quality assurance.
- To manage the facilities at the school, promote and maximise the use of the school site for community use.
- Develop an organisational culture in which health and safety is prioritised informing the school's strategic planning and decision making. Implementing a robust Safety Management System within the school, ensuring the school meets and adheres to relevant guidance and statutes relating to Health and Safety at Work.

- Develop and implement relevant action plans, e.g. Risk Assessments, preparing new and reviewing existing Health and Safety Policies and Procedures on a whole school basis, ensuring all staff adhere to them.
- Develop strategies to ensure that the school resources are used in ways that are efficient and minimise adverse impacts on the environment.
- To attend appropriate Governor meetings and to facilitate the Governors' Premises, Health and Safety Committee.

## **Health & Safety**

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- 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 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 being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

## **Catering**

Ensure the catering provision is of high quality and offers value for money, including the quality of meals, hospitality and overall service.

## **Support for the College**

Develop and maintain working relationships with other professionals.

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the College. Provide effective support for all other member s of the College staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively. Participate in staff, team and planning meetings.
- Contribute to the Management of pupil behaviour and safety

- Contribute to the development and maintenance of College policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.
- Be aware of and understand the College's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- Ensure compliance with all Health and Safety legislation and associated codes of practice and College's policies.

## **General**

- Provide direct line management for reporting staff. Ensuring a culture of motivation, teamwork and good practice. Oversee direct reports career development including mentoring, the appraisal scheme and reviewing training requirements. Ensure attendance and leave are managed so that continuous service is maintained throughout the year.
- Seek examples of best practice and constantly improves systems and processes for the benefit of teaching and learning across the College.
- Attend College SLMT and other meetings as required.
- Attend and report to College Governors' meetings as required.
- Undertake projects as directed by the Headteacher.
- To undertake any other duties commensurate with the grade of the post and as requested by the Headteacher.

## **Review and Develop own professional practice**

Develop and maintain effectiveness as a member of the College staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

## **SPECIAL NOTES OR CONDITIONS**

The post holder is subject to the provisions of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

It is essential that all staff/volunteers share any disclosures with the safeguarding team if they are concerned about a student at the College.

### **Job Dimensions (Specific to the post holder)**

No of staff supervised: 5 direct reports

### **College Dimensions**

Status:	Secondary
Students on roll:	882
No of Teaching Staff:	58
No of Support Staff:	67
Annual budget:	£5m