

JOB DESCRIPTION

School Business Manager

Reporting to	Headteacher
Responsible for	Administrative staff, Catering staff, Facilities staff
Salary	£44,400 - £47,563 per annum
Contract and hours	Permanent, full-time, non-term time

Job purpose

The School Business Manager (SBM) is the school's leading support staff professional to assist the Headteacher in their duty to ensure that the school meets its aims.

The SBM is responsible for providing professional leadership and management of school support staff, Administrator, Receptionist, School Cook, Kitchen Assistant and Facilities Coordinator to enhance their effectiveness.

Working closely with the Headteacher, to maintain budgetary control.

Responsible for ensuring that the school site is maintained to a high standard and that the premises are compliant with Independent School Standards regulations.

Promotes safeguarding, is aware and compliant with Child Protection and Safer Recruitment policies and practice.

Main duties and responsibilities

Leadership & Strategy

To support the Headteacher and other members of the Senior Leadership Team (SLT) in working collaboratively and proactively to raise achievement within the school.

To ensure that systems across TCES, both electronic and process driven, are implemented.

With the SLT, plan and manage change in accordance with the Self-Evaluation Form (SEF) and internal ongoing action plan.

Coordinate the weekly SLT meetings, including providing data reports and relevant paperwork.

Quality Assurance

Act as the lead for the school of providing accurate and timely reports.

Ensure GDPR compliance.

Manage the use of the school MIS to ensure that all data is entered and maintained accurately.

Financial Resource Management

Actively monitor and control the school budget; identify and inform the Headteacher of the causes of significant variance and agree corrective action.

Maintain a strategic financial plan that will indicate the trends and requirements of the School

Development Plan and will forecast future budgets.

Ensure that petty cash and debit card expenditure is collated and reconciled and submitted to the Finance Department and an effective Asset Register.

Monitor all employee expenses ensuring that they are compliant with the company policy and procedure.

Liaise with Business Development Team to ensure that all 1:1 funding is in place where appropriate.

Administration Management

Manage the whole school administrative and support function and lead all administration and support staff.

Prepare information for publications and returns within statutory guidelines.

Ensure that the school is "Ofsted ready" at all times from an administration point of view, including premises and keeping evidence folders updated.

Ensure that the School-Level Annual School Census (SLASC) is completed.

Lead on the school complaints process, ensuring that timescales are adhered to.

Coordinate the school's Annual Review schedule, working collaboratively with the SENCo.

Management Information Systems & ICT

Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.

Ensure contingency plans are in place in the case of technology failure.

Human Resources Administration

Coordinate information in relation to the use of Agency staff and contractors; ensuring that HR receive updated staff/agency/contractor attendance data weekly.

Ensure completed induction documents are collated and recorded.

Communicate with HR, regarding staff sickness, grievances, absences, staff issues and attendance.

Facility & Property Management

Ensure the safe maintenance and security operation of all school premises are compliant with ISS regulations.

Responsible for the maintenance of the school through management of the Caretaker and external contractors. Follow sound practices in estate management and grounds maintenance.

Carry out quality assurance on all works completed including checking through invoices against work schedule and estimates.

Health & Safety

As the Health & Safety Lead and Fire Officer, ensure the health & safety policy is implemented

and reviewed regularly; ensure systems and risk assessments are in place and maintained to enable the identification of hazards.

Maintain all health and safety recording systems including medication and incident reporting, reporting regularly to the Headteacher.

Ensure a suitable number of Fire Marshals and First Aiders are on site.

Child protection/Safeguarding

Maintain the internal safeguarding reporting system, including updating with all relevant information passed on by the Designated Safeguarding Leads in the school.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and Qualifications

Level 4, 5 or 6 Diploma in School Business Management (formerly CSBM, DSBM or ADSBM) and/or relevant experience in a School Business role.

Health and Safety qualification (Iosh) or willing to attain this qualification.

Knowledge and Experience

Proven experience of Health and Safety management of premises.

Financial management experience including budget monitoring and setting, and procurement.

Experience of developing project plans to support change initiatives and contributing to strategic business planning.

Advanced IT skills, including a good understanding of ICT systems and the ability to develop them with experience of a school-based MIS, preferably SIMS/Scholar Pack.

Substantial successful team management, motivation and staff development experience, preferably across Finance, Procurement, ICT, HR and/or Facilities Management.

Understanding of special educational needs, neurodiversity and child development.

Responsibility for compliance with ISS regulations (D).

Skills and Abilities

Hold very high expectations of yourself and others (behaviours etc), with the ability to reflect on own practice and to always seek self-improvement.

Excellent organisational skills with the ability to plan workloads and prioritise tasks, and high levels of attention to detail.

Good interpersonal skills, with experience in working in a multi-agency way, and the ability to develop constructive and appropriate relationships with staff, pupils and their families.

Experience of providing a calm response to difficult situations.

Resilient, committed, and a hard worker – able to keep going in the face of adversity and never giving up.

Other

Commitment to safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES values.

Knowledge of the Independent School Standards and Ofsted Education Inspection Framework requirement (D).