



Job description: Business Manager

Job details

Job title: Business Manager - the role holder is part of the school Senior Leadership Team

Contract type: full-time, permanent

Reporting to: Headteacher

Responsible for: administrators and maintenance team members

Main purpose

The Business Manager (BM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. You will lead a positive data culture that respects privacy whilst balancing the needs of individuals.

Key Accountabilities

The focus for this role is to ensure mechanisms are in place for monitoring and training - staff welfare, staff recruitment, staff training, staff line management, building safety, building security and any non education function required for school to operate effectively.

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- As a member of the senior leadership team, attend some leadership team meetings and report to company directors where appropriate
- Implement changes and allocate resources in line with the school improvement plan, assisting in putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Ensure beautiful schools policy is adhered to and quality assured from a site perspective

Key Duties

Financial management

- In partnership with the headteacher and finance, help set and manage the school's budget.
- Monitor the schools spend against budget all year round, advising the headteacher where action needs to be taken to ensure financial performance remains within targets
- Comply with financial reporting requirements and other compliance requirements, such as Soldo and Purchase Orders
- Liaise with Finance Business Partner to ensure P&L is being managed effectively
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure that site inventories and asset register star kept up to date

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with group HR team for further advise where needed
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Oversee the implementation of supervision and PDPIR cycles within the Academic year
- To keep the Single Central Record updated as part of safer recruitment policy
- To follow through staff inductions and ensure line managers are fully resourced to provide this to their new staff
- To follow up on staff welfare and health disclosures ensuring line managers are supporting actions

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Manage the schools compliance with Food Safety regulations -monitor processes and procedures to ensure food safety is maintained
- To ensure PPE and Safe Systems of working are implemented for all relevant activities on site
- To line manager the care taking staff and ensure damages are repaired as soon as possible
- Interact and liaise with Estates system on Bridgelink to ensure building works and routines works are scheduled and completed

Risk Management:

- Ensure KPIs are submitted by 5th of each month
- Ensure that each KPI is checked and contextualised
- Ensure that Bridgelink use and service data is consistent, high quality and is used to impact student outcomes
- Ensure that as part of the SLT you champion identifying and reducing risk at all opportunities

- Ensure that each service risk is assessed and;
 - Each risk is applied appropriately and proportionally to the Risk Register
 - Each risk is discussed with your regional Operational Lead
 - Each risk is assigned a risk holder
 - Each risk is managed and regularly reviewed
 - Each risk is challenged to ultimately mitigate and close the said risk.

Quality Assurance and School Improvement:

- To ensure that the Quality Assurance Cycle is fully implemented within the school
- To ensure that the QA Cycle is adhered to by key members for the school SLT
- To ensure all the above is done to agreed timelines
- To challenge for a culture of accountability

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Ensure schools provide hot meals for students and healthy snacks
- Ensure KPI monthly reporting is completed to a high standard with clear descriptions of current trends and actions

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governance team-minute taking where required
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Ensure school resources are ordered, tracked and monitored
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

The business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Last Reviewed:- October 2024

Signed: _____

Name: _____

Dated: _____

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● GSCE Mathematics and English ● Good ICT skills <p>Desirable</p> <ul style="list-style-type: none"> ● A relevant degree in Business Management, Finance, or a related field. ● A Level 4 or higher qualification in School Business Management (e.g., the National College for Teaching and Leadership's Certificate in School Business Management).
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school, or in a relevant field outside education ● Understand compliance and H&S ● Involvement in school self-evaluation and improvement planning ● Line management experience ● Experience of change management ● Contributing to staff development ● Experience in building partnerships with external agencies and community organisations. ● Supporting staff with change management
Skills and knowledge	<ul style="list-style-type: none"> ● Excellent attention to detail ● Effective communication and interpersonal skills ● Ability to communicate a vision and inspire others ● Ability to build effective working relationships with staff and other stakeholders ● Able to prioritise and be organised ● Exceptional organisational skills and attention to detail, with the ability to manage multiple priorities and deadlines. ● Strong analytical and problem-solving skills, with the ability to make informed decisions. ● Strong IT skills, including proficiency in financial management software and other relevant technology.
Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all students ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● A compassionate and understanding approach to working with children and young people with SEMH needs. ● High ethical standards and integrity, with a commitment to safeguarding and promoting the welfare of students. ● Ability to work under pressure and adapt to changing circumstances, maintaining a positive outlook.