

<b>Post Title:</b>	School Business Manager
<b>Grade:</b>	PO5 (Point 40 - 42)
<b>Hours:</b>	36 hours per week, all year round
<b>Responsible to:</b>	Headteacher and Governing Body
<b>Responsible for:</b>	Premises Team, Catering Team, Finance, Office Team

### **Purpose of the Post**

The School Business Manager will provide professional leadership and management to the support services of the school and will enhance the effectiveness, success and improved efficiency of systems and resources, thereby ensuring a higher standard of learning and resulting in improved standards of achievement.

The SBM will promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's objectives.

- The SBM will report to the Senior Leadership Team, play a key operational and strategic role in the management of service delivery.
- The SBM will ensure strategic use of resources to optimise effectiveness
- The SBM will provide professional leadership and management to the support services of the school enhancing effectiveness, success and improved efficiency
- The SBM will assist to secure future expansion and sustainable development and or operation of the school in seeking to become a centre of excellence.
- The SBM will act as prime deliverer for income generation and partnership developments.
- The SBM is required to present and report information to the Governor Body at the relevant meetings.

***NOTE: all references to "school support staff" in this document refer only to non - class based support staff***

## **General Duties**

### **Leadership & Management**

- To attend full Governing Body and Resource committee meetings offering financial and personnel support and advice as required. To provide information including the annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
- To support the strategic decision making with the schools' Senior Management/Leadership Team
- To plan and manage change in accordance with the schools' development/strategic plans.
- To manage performance management, appraisal and development for all support staff

### **Financial Resource Management**

- To be responsible for the effective financial management of the school ensuring compliance with all financial regulations and legal requirements.
- To evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for the schools' activity.
- To submit the proposed budget to the Governors for approval and assist the overall financial planning process
- To discuss, negotiate and agree the final budget
- To use the agreed budget to actively monitor and control performance to achieve value for money and advise the Headteacher and Resource Committee of possible under/over spending whilst providing options for varying expenditure.
- To ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants and provide ongoing budgetary information to relevant people
- To advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- To maintain a strategic financial plan that will deliver the schools' development plans.
- To identify additional finance required to fund the schools' proposed activities
- To seek out opportunities of additional revenue generation such as through grant applications for charitable trusts
- To seek and make use of specialist financial expertise if required
- To maximise income through lettings and other activities
- To manage procurement.
- To maintain asset register and inventory.
- To undertake the preparation of work specifications for tender and assisting with the selection of contractors.
- To ensure the proper collection, reconciliation and banking of any monies received by the School including online/electronic payments.
- To implement the approved insurances and handling any claims that arise.

### **Administration Management**

- Lead and manage the administrative function including administrative ICT, facilities, MIS, school reception, school records, communications and financial systems and computer network that deliver outcomes based on the schools' aims and goals

- To develop process measures that are affordable and that will enable value for money decisions for those managing resources
- To establish and use effective methods to review and improve administrative systems
- To benchmark systems and information to assess trends and make appropriate recommendations
- To prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines.

### **Management Information Systems & IT**

- To consider approaches for existing use and future plans to introduce or discard technology in the school in conjunction with the Computing subject leader and Headteacher
- To consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- To ensure that the schools have a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- To ensure resources, support and training are provided to enable work colleagues to make the best use of available IT
- To ensure contingency plans are in place in the case of technology failure
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

### **Human Resource Management**

- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment and maintain the Personnel database.
- To liaise with Headteacher on personnel issues.
- To liaise with external organisations to ensure that the appropriate clearance for new staff is received - medical checks, DBS checks and obtainment of employment references.
- To be responsible for the maintenance of the SCR.
- To be responsible for the maintenance of confidential staff records.
- To ensure the schools' equality policy is clearly communicated to all staff in school
- To ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- To monitor the way non curricular policies and procedures are actioned and provide support where necessary
- To seek and make use of specialist expertise in relation to HR issues
- To support the schools' strategic objectives and obtain information for workforce planning.

### **Site Management**

- To oversee the letting of the schools' premises to outside organisations and the Schools' staff, and for the development of all school facilities for out of school use, with particular reference to the local community.
- To implement risk management and loss prevention strategies in the schools to reduce risk insurance costs.
- To ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- To ensure the safe maintenance and security operation of all schools' premises
- To manage the maintenance of the schools' site including overseeing the procurement, repair and maintenance of all furniture and fittings

- To ensure the continuing availability of utilities, site services and equipment
- To follow sound practices in estate management and grounds maintenance including organizing and upkeep of playgrounds, gardens, all weather surfaces and drainage and to ensure the maintenance thereof in conjunction with the Site Manager
- To monitor, assess and review contractual obligations for outsourced schools' services
- To ensure a safe environment for the stakeholders of the schools to provide a secure environment in which due learning processes can be provided
- To ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- To manage the letting of the schools' premises to external organisations, for the development of the extended services and local community requirements.

### **Health & Safety**

- To, in conjunction with schools' Site Manager, act as the school's Health & Safety Co-ordinator and Fire Officer and be responsible for the management of Health and Safety within the Schools.
- To support the schools' Site Manager to plan, instigate and maintain records of fire practices and alarm tests.
- To ensure the schools' written health & safety policy statement is clearly communicated and available to all people
- To ensure ancillary services, such as catering and cleaning are monitored and managed effectively.
- To 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
- To enable regular consultation with people on health and safety issues
- To ensure systems are in place to enable the identification of hazards and risk assessments in conjunction with the Site Manager
- To 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
- To ensure the maximum level of security consistent with the ethos of the school
- To oversee statutory obligations are being met for pupils, ensuring that financial and supporting agency services are adequate for their diverse needs

### **General requirements**

- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The school business manager will also be expected to perform other, reasonable, tasks appropriate to the role to meet the outlined purpose of the role.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Qualification or equivalent experience in a relevant discipline. NVQ level 4, Degree or equivalent qualification	✓	
School Business Manager specific qualification i.e. CSBM, DSBM,ADSBM or MSc School Business Management or willing to work toward the qualification	✓	
<b>Experience</b>		
Support and demonstrate commitment to the vision of the primary school	✓	
Managing budgets, financial reporting, procurement and fixed assets	✓	
Managing Human Resources	✓	
Support and demonstrate commitment to the vision of the primary school.	✓	
Support the Headteacher in the management of change and improvement in pursuit of strategic objectives.	✓	
Prioritise, plan, organise, direct and co-ordinate the work of others build; support and work with high performing teams.	✓	
Work as part of a team.	✓	
Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out. Set standards and provide a role model for pupils and staff.	✓	
Seek advice and support when necessary.	✓	
Deal sensitively with people and resolve conflicts.	✓	
Commitment to equal opportunities.	✓	
<b>Knowledge</b>		
Full working knowledge of relevant policies / codes of practice / legislation	✓	
Able to deliver services and systems applicable for effective school management	✓	
Able to deliver value for money objectives	✓	
Several years' experience working in an office environment at senior level.	✓	
Open minded and receptive to new ideas, approaches and challenges	✓	
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Ability to lead teams and individuals	✓	
Able to use a range of ICT packages	✓	
Excellent numeracy/literacy/ICT skills	✓	
Ability to interpret advice/statute and to devise policy/practice in the light of these	✓	
Ability to relate well to children and adults	✓	

Ability to persuade, motivate, negotiate and influence	✓	
<b>Personal Qualities</b>		
Support and demonstrate commitment to the vision and ethos of the school	✓	
Support the Headteacher in the management of change and improvement in the pursuit of strategic objectives	✓	
Work as part of a team	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
Ability to work under pressure and meet deadlines	✓	
Seek advice and support where necessary	✓	
Deal sensitively with people and resolve conflicts	✓	
Be forward thinking, dynamic and embrace change	✓	
Be organised and clear thinking	✓	

