SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Salary: £33,673 - £36,581 FTE/£17,950 p.a. - £19,500 p.a. for 0.6 FTE TTO plus 2 weeks

Hours: 22 hours per week Term Time Only plus 2 weeks

Contract: Part time

Reports to: The Headteacher

Purpose of the job:

1. The School Business Manager (SBM) is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims.
2. The SBM 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 SBM 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 SBM is responsible for Financial Resource Management, Management Information, ICT, Human Resource Management and Facility & Property Management.

Duties and responsibilities:

Leadership and Management:

1. Attend SLT, full Governing Body and appropriate Governor sub-committee meetings as required.
2. Negotiate and influence strategic decision making with the SLT and Governors.
3. In the absence of the Headteacher, take delegated responsibility for financial and other decisions.
4. Plan and manage change in accordance with the school improvement plan.

Financial Resource Management:

1. Contribute to the strategic planning process, providing advice on financial implications and ensuring that the school makes the best possible use of resources available.
2. Evaluate information and consult with the SLT and Governors to prepare a realistic and balanced budget for school activity, including a 3 Year budget forecast.
3. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.

5. Identify and inform the Headteacher and Governors of the causes of significant or unforeseen developments.
6. Process purchase and sales invoices, credit card, direct debits, and monthly accruals, accounting/funding and bank reconciliations, using the school finance systems.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
8. Provide ongoing budgetary information to the SLT and Governors.
9. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
10. Maintain a strategic financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets.
11. Identify additional finance required to fund the school's proposed activities.
12. Seek and make use of specialist financial expertise.
13. Maximise income through lettings and other activities.
14. Present timely and fully costed proposals, recommendations or bids.
15. Ensure finance agreements are in place with suitable providers for agreed amounts at agreed times and appropriate agreed costs and repayment schedules.
16. To negotiate, manage and monitor contracts, tenders, orders and agreements for the provision of school support services including utilities.
17. Monitor the effectiveness and implementation of agreements.
18. Ensure the school meets the requirements set by Hurst Education Trust, the DfE and in relation to the management and administration of all funds held by the school.

Administration Management:

1. Lead the school Office Manager and the schools administration function.
2. Design and maintain administrative systems and procedures that deliver outcomes based on the school's aims and goals.
3. Manage systems and link processes that interact across the school to form complete systems.
4. Define responsibilities, information and support for staff and other stakeholders.
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Ensure returns for the Hurst Education Trust, DfE and other agencies and stakeholders are made within statutory guidelines.

Management Information Systems and ICT

1. Maintain the school's Asset Register, complete regular ICT audits. Report asset values, additions and disposals to Head Teacher and Governors in line with procedures.
2. Set up new user logins (staff, pupils, governors) on various school systems, such as the School Server, Microsoft Office, Teams, Email.
3. Maintain the Door Access Control system, and creation/deletion of staff, contractors, volunteers and others ID cards.

4. Maintain the schools ICT Systems and manage the relationship and work allocation with our ICT partner and part-time on-site ICT support staff.
5. Consider approaches for existing use and future plans to introduce or discard technology in the school.
6. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
7. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
8. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
9. Establish systems to monitor and report on the performance of technology within the school.
10. Ensure contingency plans are in place in the case of technology failure.
11. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

HR and Payroll:

1. Ensure effective HR administration within the school in compliance with legal requirements and good practice.
2. Ensure the school's policies are clearly communicated to all staff in school.
3. To maintain all records pertaining to staff – including: absence details, safeguarding records, up to date contract and salary details, job descriptions, and CPD.
4. Manage the payroll services for all school staff, process overtime, absences and other monthly pay adjustments, and confirm monthly staff pay is correct.
5. Seek and make use of specialist expertise in relation to HR issues.
6. Evaluate the school's strategic objectives and obtain information for workforce planning.
7. Identify the types of skills, knowledge understanding and experience required to undertake existing and future planned activities.
8. Ensure the school's Single Central Record is maintained in accordance with the Hurst Education Trust and DfE guidelines.
9. Complete the annual Schools Workforce Census.
10. To provide advice on training opportunities for staff and liaise with training providers as required.

Facility and Property Management:

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of the school premises.
3. In conjunction with the Premises Manager, ensure maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning are monitored and managed effectively.
9. Manage the letting of school premises to external organisations for the development of the extended services and local community requirements.

10. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health and Safety:

1. Ensure the school's health & safety policy statement is clearly communicated and available to all stakeholders.
2. 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.
3. Ensure systems are in place to enable the identification of hazards and risk assessments.
4. Ensure systems are in place for effective monitoring, measuring and reporting of health & safety issues to the SLT, Governors and where appropriate the LA or Health & Safety Executive.
5. Ensure the maximum level of security consistent with the ethos of the school.

General:

1. Contribute to the overall ethos/values and aims of the school.
2. Comply with and assist with the development of policies and procedures relating to Child Protection, Health, Safety and Security, Human Resources, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Undertake such duties, work hours and carry out duties as may be required from time to time as agreed with the Headteacher.