

## Job Description



Owthorpe Road, Cotgrave, Nottingham, NG12 3PA

### School Business Manager

HAY BAND A

Reports to the headteacher

To lead support services within school with responsibility for Financial Resource Management, Administration Management, Information Communication Systems Management, Human Resources Management, Health and Safety Management, Facilities Management and the smooth and effective day-to-day running of the school site.

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### Leadership & Strategy

1. Attend meetings with the senior leadership team and Governing Body including sub-committees, as appropriate.
2. Negotiate and influence strategic decision making within the school's senior leadership team.
3. In the absence of the headteacher, take delegated responsibility for financial, health and safety and other decisions as appropriate.
4. Plan and manage change in accordance with the school development / strategic plan.
5. To lead and manage all school staff as listed above.

### Financial Resource Management

1. Evaluate information, consult with the senior leadership team and governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the headteacher and governors for approval and assist the overall financial planning process.
3. Discuss, negotiate and agree the final budget.
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 variance and take prompt corrective action.
6. Propose revisions to the budget, if necessary, in response to significant or unforeseen developments.
7. Provided ongoing budgetary information to relevant stakeholders.
8. Advise the headteacher and governors if fraudulent activities are suspected.

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9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
10. Identify additional finance required to fund the school's proposed activities.
11. Seek and make use of specialist financial expertise.
12. Maximise income through lettings and other activities.
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify potential and suitable providers to maximise return.
14. Present timely and fully costed proposals, recommendations or bids.
15. Put in place Service Level Agreements with suitable providers and agree lease contracts with the LA and providers.
16. Monitor the effectiveness and implementation of agreements.
17. Review and update the school finance policy in line with local and national guidance.

## Administration Management

1. Manage the whole school administrative function and lead all non-class based support staff.
2. Design and maintain administrative processes that deliver improved outcomes based on school's aims and goals.
3. Manage systems and link processes that interact across the school to form complete systems.
4. Define responsibilities, accountabilities and tasks for non-class based staff.
5. Develop process measures that are affordable, considering longevity and value for money in all decisions.
6. Establish and use effective methods to monitor, review and improve the administration function.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are effective and efficient.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare information for publication and statutory returns for the ESFA, DFE, LA and other agencies.

## Information Communication Systems Management

1. Consult with relevant stakeholders to introduce innovative technologies and improve existing technology.
2. Ensure that the school has a strategy for information technology aligned to the school improvement plan and GDPR.

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3. Communicate the strategy, its relevant policies and any training requirements, including data protection to relevant stakeholders.
4. Ensure contingency plans, documented in the emergency plan, are in place with respect to technological system failures.
5. Ensure data collection systems provide relevant information to stakeholders and are streamlined to maximise efficiency.
6. Oversee the policy updates for information communication, technology, retention and data protection.

## Human Resources Management

1. Manage recruitment of all staff in line with Keeping Children Safe in Education 2023 and safer recruitment requirements.
2. Manage the payroll services for all school staff including contract management making use of specialist expertise as appropriate.
3. Promote the school's Equality, Diversity and Inclusion policy.
4. Ensure all recruitment, professional development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
5. Responsible for performance management and professional development of non-class based staff.
6. Keep up to date with local and national policy, communicating changes in policy to the senior leadership team and governors, as necessary.
7. Monitor the implementation of all policies relating to human resources, provide support and training as required and report findings to relevant stakeholders.
8. Manage occupational health referrals and pre-employment checks.
9. Respond to future human resource requirements based on the needs of the school including recruitment, redeployment and reduction.

## Estates and Facilities Management

1. Responsible for site management and line management of the site manager.
2. Manage, in line with policy, the planning and construction processes.
3. Manage the security of site including opening and locking of school premises.
4. Manage the safe operation of school premises.
5. Manage the service, maintenance and repair of the school buildings, grounds and assets.
6. Ensure the continued availability of utilities, site services and equipment.

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7. Manage school estates and facilities in line with policy and HSE guidance.
8. Monitor, review and manage effectively, Service Level Agreements for ancillary and outsourced services, taking action as appropriate.
9. Ensure a safe learning environment for all.
10. Respond to emergencies and coordinate services to allow a continued education provision.
11. Manage the letting of school premises and update policy following guidance changes.
12. Arrange appropriate insurances for the school site, security, equipment, liability and activities. Advise senior leaders and governors accordingly.

## Health & Safety Management

1. Ensure the health & safety policy is always implemented and arrange training as appropriate.
2. Manage health and safety on site.
3. Monitor and review all regular health and safety checks in legionella, asbestos, working at height, trees, PUWER, COSHH and fire safety.
4. Ensure statutory inspection and monitoring take place in a timely manner and reports are reviewed and actioned.
5. Advise the headteacher regarding changes impacting policy.
6. Ensure there is an effective arrangement for reporting and managing health and safety issues. Report to key stakeholders.
7. Manage the control of contractors on site.
8. Conduct COSHH and risk assessments with the site manager, as appropriate and review actions.
9. Report and seek guidance as necessary from specialist services and authorities.
10. Provide regular whole school briefings on all elements of health and safety.
11. Work with the health team to ensure all obligations are met with regards to pupil health and wellbeing.
12. Arrange regular meetings with the health and safety governor for termly inspections.
13. Maintain a health and safety action plan and building improvements plan, responding to outcomes from inspections and school improvement objectives.

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