**COLLEGE TOWN PRIMARY SCHOOL**

**Leadership team**

**School Business Manager**

**Responsible to: Headteacher**

**Reviewed by: Headteacher**

**Job description last updated: February 2022**

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|  **Leadership Team role & purpose:**1. The School Business Manager is the school’s leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager 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 School Business Manager 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 School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.
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|  **General Duties** **Leadership & Strategy** 1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings
2. Negotiate and influence strategic decision making within the school’s Senior Management/Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan.
5. Monitor Policies and Procedures
6. To lead and manage the office staff and site controller
7. To understand safeguarding and keeping children safe in education
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| **Financial Resource Management** 1. Manage the day to day finances of the school, ordering, invoicing use of procurement card, updating FMS
2. Carry out returns for BF as required, Imprest and CFR
3. Reconcile Agresso, bank accounts and income spreadsheets for clubs and trips
4. Produce/update all relevant procedures and policies and ensure all staff follow
5. Ensure school follows all LA, Government financial regulations
6. Meet audit requirements and carry out any actions resulting from Audit. Keep Governors informed of Audit actions.
7. Manage school private fund
8. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity incorporating the School Development/Pupil Premium/Training/Maintenance/Curriculum/SEND plans
9. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
10. Discuss, negotiate and agree the final budget
11. Produce a three year budget plan and agree with the Head and Governors
12. Use the agreed budget to actively monitor and control performance to achieve value for money
13. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
14. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
15. Provide on-going budgetary information to relevant people
16. Provide budget update notes for Governor meetings
17. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
18. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
19. Identify additional finance required to fund the school’s proposed activities
20. Seek and make use of specialist financial expertise
21. Maximise income through lettings and other activities where agreed
22. Present timely and fully costed proposals, recommendations or bids
23. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs
24. Ensure Governors agree SFVS and it is submitted on time
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| **Administration Management** 1. Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals
2. Manage systems and link processes that interact across the school to form complete systems
3. Define responsibilities, information and support for staff and other stakeholders
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
5. Establish and use effective methods to review and improve administrative systems
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
7. Benchmark systems and information to assess trends and make appropriate recommendations
8. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.
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| **Management Information Systems & ICT** 1. Manage IT Support Contract
2. Consider approaches for existing use and future plans to introduce or discard technology in the school
3. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
4. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
5. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
6. Establish systems to monitor and report on the performance of technology within the school
7. 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
8. Ensure contingency plans are in place in the case of technology failure
9. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
10. Manage the data protection within the school and ensure all procedures are up to date and communicated.
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| **Human Resource Management** 1. Manage all staff data, paper copies and SIMs database
2. Manage staff absences
3. Manage timesheets and insurance claims
4. Produce returns for LA and Government as required, absence returns and Staff Workforce Return
5. Manage the Single Central Record and ensure it is up to date and ensure Staff/Volunteer Risk Assessments are carried out when necessary.
6. Ensure the school’s equality policy is clearly communicated to all staff in school
7. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
8. Ensure safer recruitment procedures and equal opportunities are followed during the recruitment process.
9. Manage recruitment, performance management, appraisal and development for some support staff.
10. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
11. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
12. Monitor the way policies and procedures are actioned and provide support where necessary
13. Seek and make use of specialist expertise in relation to HR issues
14. Evaluate the school’s strategic objectives and obtain information for
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| **Facility & Property Management – including Health & Safety**1. Manage and monitor the H&S requirements of the school
2. Manage resource/supply contracts e.g equipment servicing; gate servicing; photocopier leases; equip rentals etc
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
4. Ensure the safe maintenance and security operation of all school premises
5. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
6. Ensure the continuing availability of utilities, site services and equipment
7. Follow sound practices in estate management and grounds maintenance
8. Monitor, assess and review contractual obligations for outsourced school services
9. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
10. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
11. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
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