



JOB DESCRIPTION

Job Title:	School Business Manager
Location:	Asquith Primary School
Grade:	PO3 (Points 32 - 35 pro-rata)
Actual Salary:	£36,792 to £39,971
Conditions of Service	NJC
Contract:	Full Time, Permanent
Hours:	37 hours a week (Term Time Only +10 days)
Responsible To:	Headteacher
Responsible For:	Admin staff and Extended Schools staff

Special conditions this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There is a service requirement to occasionally work outside school hours and off the school site, as required.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Job Purpose: As a member of the Senior Leadership Team (SLT), take a lead role in planning, designing, organising, monitoring, and evaluating administrative systems within the school. Line manage staff and oversee all financial aspects, including developing strategies to generate income for the school, with a focus on marketing the nursery setting. Report to the Governing Body and manage capital projects. Support the Headteacher in achieving the school's wider strategic aims and contribute to fostering the school's ethos.

Responsibilities:

1. Leadership and Management:

- Serve as the school's leading non-teaching support staff professional, part of SLT, assisting the Headteacher in ensuring the school meets its key priorities.
- Promote high standards of business ethos within the administrative function, ensuring effective resource use to support the school's objectives.
- Provide advice and support for strategic decision-making within SLT.
- Plan and manage change in alignment with the school's development/strategic plan.
- Attend Leadership Team and Governing Body meetings, making relevant contributions.
- Support and inspire confidence and high standards in colleagues, liaising between staff, teams, departments, and stakeholders as necessary.



2. Financial Resource Management:

- Oversee the management of the school's financial resources, including accounting, budgeting, procurement, and reporting, in collaboration with the Headteacher and LCC Finance.
- Ensure compliance with FMSiS and financial regulations, managing service contracts, licenses, and insurance policies.
- Lead efforts in securing funding, managing the School Fund, and completing the Schools Financial Value Standard (SFVS).
- Report to the Governing Body and Resources sub-committee as required.

3. Human Resources and Staff Management:

- Manage recruitment, personnel procedures, and staff development, including the DBS register and employee records.
- Line manage staff including after-school club staff, superintendent, and administrative staff, holding regular supervision meetings with their support.
- Co-ordinate and administer training and professional development (CPD) for staff, ensuring a commitment to high standards.
- Develop and implement performance management systems for line-managed and support staff, alongside the Headteacher and Governors.
- Contribute to procurement and recruitment processes, managing voluntary and work experience placements.

4. Health and Safety:

- Act as the school's Health & Safety Co-ordinator and Fire Officer, ensuring effective implementation of Health & Safety systems and policies.
- Collaborate with the Headteacher to ensure the well-being of students, staff, and visitors through regular reviews of policies, risk assessments, and procedures.
- Oversee fire practices and alarm tests, maintaining records in line with legal requirements.
- Manage Educational Visits, including risk assessments and review of visits.
- Develop and maintain the Emergency Plan in coordination with the Local Authority and Civil Emergency Services.
- Regularly review Health & Safety practices in collaboration with the Health & Safety governor.

5. Site Maintenance and Facilities Management:

- Collaborate with the Caretaker and PFI team to ensure the safe maintenance, security, and operational efficiency of the school premises.
- Oversee the maintenance and upkeep of the school building and grounds, including furniture, repairs, and site management.
- Ensure compliance with relevant legislation by maintaining the Asset Management Plan, Condition Register, Suitability Register, and Disability & Access Register.
- Manage the letting of school premises to external organisations and provide advice on insurance matters.



6. Technology and IT Management:

- Support the Leadership Team in evaluating and improving the school's technology systems, ensuring optimal use and best value for money.
- Oversee the management of communication systems, including the reception desk and office technology, ensuring effective service delivery.
- Implement contingency plans for technology failures, ensuring resources, support, and training for staff to maximize the use of IT systems.
- Streamline data collection systems and support staff with relevant tools to provide efficient information to stakeholders.

7. Administration Management:

- Lead the development and maintenance of the school's management information system, ensuring timely and accurate reporting to external agencies like the DfE and Ofsted.
- Oversee all administrative functions, including managing correspondence, completing forms, and supporting meetings.
- Provide detailed analysis and evaluation of school data, including pupil data, producing necessary reports.
- Support the school's marketing and promotion efforts through research and communication.

8. Professional Development and Compliance:

- Demonstrate a commitment to personal professional development and participate in performance reviews and appraisals.
- Ensure adherence to the school's ethos, policies, and practices, maintaining high standards of attendance and punctuality.
- Maintain confidentiality and follow Data Protection and Freedom of Information policies
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings, training days/ events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council

9. Other Duties:

- Perform any other reasonable duties as requested by the Headteacher, ensuring the effective operation of the school.
- The duties outlined are not meant as an exhaustive list and will comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.



Job Description Content Prepared / Reviewed by:

Name Trudie Southward **Designation** Headteacher **Date** 02.12.24

Confirmation of Job Evaluation Undertaken **JE Ref Number** File Ref: 24S2007

Name Julie Shepherd **Designation** HR Resourcing Team **Date** 11.12.24