

Bagshot Infant School

Job Title: School Business Manager

Grade: S8 (£31,273- £ 34,519 FTE)

Actual salary- £30,180 - £33,313

Contract: Permanent, 37.5 hours per week for 42 weeks (i.e. term time plus 3 weeks)

Job Purpose

- To work as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's development plan.
- Be responsible for the financial resource management, administration management, management information and ICT, human resource management, facilities & property Management and Health & Safety Management of the school.
- Be a role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos within the school.

General Duties

Leadership & Strategy

- Attend relevant Senior Leadership Team and Governing Body meetings as required.
- Professionally discuss and influence strategic decision making within the school's Senior Leadership Team.
- In the absence of the Head Teacher, take delegated responsibility for financial and other decisions
- Plan and manage change in accordance with the School Development Plan.
- To lead and manage the caretaking/cleaning services and admin staff team.

Financial Resource Management

- Supervise the maintaining of all school accounts and financial record keeping. Liaise with Surrey payroll on all salary issues.
- Calculate budget scenarios, following discussions with the Head teacher, to ensure best budgetary practice.
- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
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- Submit the proposed budget to the Headteacher and Governing Body for approval and assist the overall financial planning process
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to the Head teacher and Governing body
- Advise the Head Teacher and Governing Body if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise

- Maximise income through lettings and other activities
- Investigate and drive innovative opportunities for successful fundraising and marketing. Monitor the effectiveness and implementation of agreements
- Report to the Local Authority on final year=end reconciliation, including preparation of the Consistent Financial Report from the final accounts.
- Ensure accurate and safe collection of all local income.

Administration Management

- Lead and manage the whole school administrative and caretaker/cleaning service
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines
- Carrying out all other duties as required, under the reasonable direction of the Head teacher.

Management Information Systems & ICT

- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- 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
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and change management policies and procedures comply with legal and regulatory requirements of Safer Recruitment, employment law and equality legislation
- Manage the recruitment process of new staff under guidelines given by the Head teacher
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Seek and make use of specialist expertise in relation to HR issues
- Responsible for the maintenance and updating of the Single Central Record (including Volunteers)
- Responsible for the maintenance of confidential staff records within the terms of the GDPR.

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations both in term time and holiday periods
- Ensure the safe maintenance and security operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance

- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Maximise the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly
- Draw up and manage a rolling programme of maintenance and repairs.

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the health and safety policy is implemented at all times, and is subject to review and assessment at regular intervals or as situations change
- Ensure regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher and Governors.
- Ensure the maximum level of security consistent with the inclusive ethos of the school