**School Business Manager – Job Description**

Job Title: **School Business Manager**

Location: **School based**

Hours: **37 hours, 41 weeks per year (term time plus INSET days and 2 weeks)**

Responsible to: **Headteacher**

Responsible for: **Admin Team, Caretaker and Cleaners, Midday Supervisors and Extended Services staff**

POST TITLE: SENIOR BUSINESS MANAGER POST LEVEL: Band M

\*Please read all wording regarding ‘school’ to include both schools.

BROAD DESCRIPTION:Operate as a member of SLT, contributing to the strategic direction of the school and be responsible through the Headteacher to the Governing Body for the development, management and operation of all support services (e.g. financial, HR, legal, ICT, contracts) systems and procedures. Contribute to establishing and maintaining a culture of safeguarding.  
Responsible for the development and effective use of the school site.  
Contribute to the school’s statutory duty to safeguard and promote the welfare of children.

Responsibility for people (other than employees supervised/managed): The post has a major indirect impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety), through contributing to school planning, the development of school policies and delivering a business service to the Head and Governing Body.

Responsibility for staff: The post has direct leadership responsibility for a large number of staff, comprising different groups of support staff covering different areas of activity.

Responsibility for budget: The post has direct responsibility for managing and accounting for the school’s financial resources, overall in excess of £2.5m, including budgeting, budget modelling and maintenance of financial probity.

Responsibility for physical resources: The post has a high level of responsibility for physical resources, involving overall building and site management.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES:

General:As a member of the school’s senior leadership team, to share in the decision-making process and formulation of aims and objectives of the school.  
Establish the policies and development plans through which they will be achieved  
Monitor progress towards their achievement.  
Attend appropriate full Governors’ meetings and subcommittee meetings, advising governors as appropriate.  
Prepare reports for Governors on matters within own sphere of responsibility.

Finance and admin:Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.  
Carry out appropriate budget modelling, providing costed reports / feasibility studies to the Head, SLT and Governors’ finance committee.  
Oversee spending of the budget, as required by the Governors, ensuring financial probity and that audit recommendations and FMSIS requirements are implemented.  
Oversee the work of the finance and administration staff, ensuring that an effective admin/financial service is provided for the school.  
Advise governors on insurances for the school, seeking professional insurance advice as necessary.  
Look for opportunities to maximise income / secure sponsorship.  
Be point of contact with DfE, LA and other agencies on grant applications, gifts and other donations.  
Negotiate, manage and monitor contracts, tenders and agreements (where delegated responsibility for contracts is held) and liaise with the LA where it has responsibility for contracts under Best Value arrangements.  
Ensure effective development, management and operation of Management Information systems.  
Develop and monitor policies, securing Governing Body agreement as necessary, to ensure school complies with legal and other requirements (e.g. Data Protection, Child Protection, H & S, CRB, Lettings, Charging, Contract Standing Orders, Copyright, FOI, HR and Pay).

Personnel:Lead, manage and develop support staff (i.e. administrative, technical, financial, facilities, TAs etc) , delegating day to day line management, as necessary, to supervisors/team leaders  
Implement HR policies and practices within school.  
Ensure fair and equitable recruitment, deployment, management and pay processes are in place and operated.  
Ensure that pre-employment clearances and induction processes are carried out.  
Advise the Head and Governors on employment legislation and policies, contractual and salary matters, taking advice as necessary from the personnel provider.  
Liaise with local reps of professional associations/trade unions.

Risk Management /Health and Safety:Implement risk management strategies  
Formulate, monitor and implement the school’s H & S policies and systems and oversee compliance with H & S regulations and best practice.  
Premises Management:Oversee school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.  
Make recommendations on the spending of repairs and capital budgets.  
Ensure repairs and improvements are fit for purpose.  
Strategic planning and management of external contracts (eg Grounds maintenance, new buildings, refurbishment).  
Develop specifications for new buildings, adaptations and obtain tenders.  
Acquire and dispose of equipment and resources as authorised by the Governing Body.  
Responsible for the development of school facilities for out of school use, including lettings.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Educated to degree level or equivalent in relevant discipline  
Diploma in School Business Management  
Business management experience in a school environment  
Financial management experience & knowledge of financial policy and standards, normally holding a financial qualification, e.g. AAT.  
Working knowledge of HR  
Site Management qualifications – e.g. managing contractors safely  
Experience of :  
• Report writing,  
• strategic planning,  
• project management

Excellent written and oral communication and presentation skills  
Working knowledge of relevant policies / legislation / codes of practice  
Display commitment to the protection and safeguarding of children and young people  
Value and respect the views and needs of children

**Person Specification - School Business Manager**

**Boughton Leigh Junior School**

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| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| At least 3 years’ experience in a similar role |  | ✓ | Application and references. |
| Financial management, financial planning and budgetary control within an organisation including school finance | ✓ |  |
| Experience of management in both public and private sectors |  | ✓ |
| Good health and safety management | ✓ |  |
| Ability to write and review risk assessments | ✓ |  |
| Budget setting and management experience | ✓ |  |
| Experience of working within an educational setting | ✓ |  |
|  | | |  |
| **Educational and Training** |  |  |  |
| Educated to degree level or equivalent | ✓ |  | Application and original certificates |
| Professional qualification in finance or accounts e.g. CIPFA, AAT, ACCA |  | ✓ |
| Holds or willing to work towards a level 4 DSBM and other professional qualifications | ✓ |  |
| Trained in Safer Recruitment and Employment |  | ✓ |
| Trained Designated Safeguarding Lead |  | ✓ |
| Trained in Health and Safety Management | ✓ |  |
| Trained in Risk Assessing | ✓ |  |
|  | | |  |
| **Skills and Specialist Knowledge** |  |  |  |
| Detailed knowledge of financial planning and budgetary control processes - ability to lead the development of a 3 year financial plan | ✓ |  | Application, References and Interview. |
| Preparation, understanding and interpretation of financial data to make sound financial decisions. | ✓ |  |
| Experience of managing staff, HR processes and personnel matters | ✓ |  |
| Good customer service skills | ✓ |  |
| Can overcome challenges, and create long term solutions | ✓ |  |
| Work constructively as part of a team, understanding school roles and responsibilities and your position within these. | ✓ |  |
| Able to change methods of work by persuasion/negotiation | ✓ |  |
| Demonstrate resilience by using existing resources to overcome challenges and create effective solutions | ✓ |  |
| Good working knowledge of SIMS/ school based MIS | ✓ |  |
| **Personal Skills and Qualities** |  |  |  |
| Innovative and self-motivated | ✓ |  | Application, References and Interview. |
| Excellent communication skills | ✓ |  |
| Flexibility in working hours | ✓ |  |
| Ability to support and motivate a wide range of staff | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Ability to work with accuracy and to tight deadlines | ✓ |  |
| Knowledge of specialist ICT packages | ✓ |  |
| Ability to balance strategic and operational demands | ✓ |  |
| Enjoys working with young people | ✓ |  |
| Ability to exercise discretion and work with confidential information | ✓ |  |