

**Job Description**

**Directorate:** Children's Services

**Division:** Schools

**Post Title:** School Business Manager Level 2 AA295

**Grade:** N8

**Responsible to:** Head Teacher

**Responsible for:** Support Staff as allocated

**Job Purpose:** Managing finance, human resources, ICT, estate management, administration and training.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Strategic Planning**

- 1 To ensure the school makes the best possible use of resources through effective strategic planning.
- 2 To understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long term educational trends and developments.

**Finance**

- 3 To ensure compliance with the financial management standard in schools.
- 4 To manage and monitor budgets and payroll and advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan for the future development of the school.
- 5 To provide detailed management accounts for the Governors and Head Teacher according to an agreed schedule, reporting any exceptional problems, as well as provide advice on optimising spending.
- 6 To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- 7 To buy and manage insurance (including supply teacher cover).

- 8 To help secure sponsorship funding by developing contacts and raising the school profile, as well as fundraising and grant writing.

### **Human Resources**

- 9 To be responsible for the recruitment professional development, appraisal and training of all of support staff and to provide leadership and guidance for support staff including direct line management responsibility where appropriate.
- 10 To programme cover for staff with planned or unplanned emergency absence.
- 11 To contribute to the development of school specific policies.
- 12 To develop and maintain an accurate single central record.

### **Estate Management**

- 13 To manage the security of the school site and the maintenance of the school site, buildings and furniture and fittings.
- 14 To manage extended services provision and liaise with parents on non teaching and learning matters.
- 15 To manage the letting of the school premises to outside organisations.

### **Whole School Administration**

- 16 To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.

### **Marketing and Liaison**

- 17 To help promote the school to parents, partners and the local community.
- 18 To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

### **General**

- 19 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 20 Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- 21 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures