



Whittlesea Road
Harrow
HA3 6LS
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Headteacher: Mrs K McClean

Job Description

Job Title – School Business Manager – Permanent Full-Time (52 weeks)

Grade – G11 - £48,639 - £51,651

Responsible To – Headteacher and Board of Governors

Responsible for:

- Administration Team
- Overseeing the premises strategy
- Kitchen Staff & SMSAs

Job Purpose:

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher in her/his duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of support staff who work in the office in partnership with teaching staff, to enhance their effectiveness in delivering the support required for staff and pupils.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school, to assist the Headteacher in ensuring the most effective use of resources in support of the school's learning objectives.
- The School Business Manager will oversee: Financial Resource Management; Human Resource Management; the premises strategy, Administration Management and IT Management.
- The School Business Manager is responsible for the budget management of over £2,500,000 annually in consultation with the Headteacher.
- The School Business Manager will assist the Headteacher, Leadership Team and Premises Manager in planning and managing the school's strategic premises projects.

Leadership & Strategy

- Attend Senior Leadership Team and Resources Management Committee meetings as required.
- Provide input for strategic decision making within the school's Senior Leadership Team.
- Develop and improve school communication systems, to enable more efficient and effective links within the school and with partner schools.
- To lead and manage the administration team, The Breakfast and After School Club Team. In addition, line manage the lead SMSA.
- To provide strategic oversight of the administration team, SMSA team, cleaners and kitchen staff.

- To be the lead person within the school for – Financial Resources Management, Human Resource Management and Administration.

Management and Health & Safety.

- To organise and attend and as necessary minute SLT meetings and enact appropriate actions from these meetings.

Financial Resources Management

- Be responsible for the effective management of financial administration procedures.
- Consult, advise and liaise with the Headteacher, Governors and Harrow Finance Team as appropriate, ensuring compliance with financial regulations
- To assist the Headteacher and Governors in the effective and efficient use of the school budget, ensuring they achieve value for money.
- To oversee the management of the School finances ensuring all procedures meet SFVS standards and ensure compliance with SFVS annually.
- Take a role in income generation alongside the Premises Manager and securing funds for the school. This includes lettings, statutory funding and charitable sources of funding.
- To contribute as appropriate to the exploration of external funding opportunities; to liaise with agencies in the preparation of bids.
- Monitor the weekly/monthly expenditure and advising the Headteacher / Resources Management Committee of possible under and over spending whilst providing options for varying expenditure.
- Oversee and authorise the ordering of supplies and equipment for the school.
- Oversee the issuing/payment of invoices and ensuring settlement of accounts.
- Preparing work specifications for tender assisting with the selection of contractors.
- Preparing and maintaining reports, records and accounts as required in conjunction with the school's computerised accounting systems, currently FMS.
- Ensure the proper collection, reconciliation and banking of any monies received by the school.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Manage procurement and be responsible for securing relevant sponsorship as required.
- Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implement the approved insurances and deal with any claims that arise.
- Oversee the effective day-to-day management of the school finances and procedures including Petty Cash.
- Oversee the effective day-to-day management of any Private Account.
- Prepare the annual budget with the Headteacher.
- Carry out annual benchmarking exercise and report findings to Governors.
- Ensure that the principles of best value are applied.

Human Resource Management

- To take full responsibility for the line management, professional development and appraisal of the administrative team.
- Be responsible for school personnel administration.
- Oversee the school's payroll systems and procedures.

- Responsible for professional development, appraisal and training of administrative staff.
- Responsible for the efficient administration of all personnel recruitment – following safer recruitment guidelines.
- To assist the induction of all new staff.
- To take full responsibility for all amendments to staff contracts under the jurisdiction of the Headteacher.
- Oversee the management of the DBS application process for all staff and volunteers.
- Ensure staff files (electronic and hard copies) are kept up to date.
- Take a lead role in ensuring that the Single Central Record is managed efficiently and up to date.
- Responsibility for staff absence and record details on SIMS and school payroll provider.
- Be responsible for the maintenance of confidential staff records.
- Liaise with the Headteacher on personnel issues.

Premises Management

- Line manage the Premises manager and any site assistants.
- Develop work specifications and manage service contracts.
- To work alongside the Headteacher, Senior Leadership Team and the premises team to ensure effective management of Health & Safety within the school.

Administration Management

- To oversee the management of the Reception area to ensure a highly professional and welcoming reception to children, parents, Governors and visitors, acting as the first point of contact, filtering enquiries and taking and passing on messages to appropriate staff, Governors and children promptly.
- To efficiently manage and use the suite of programmes within the Local Authority's chosen information systems – these include FMS and SIMS.net – ensuring other Office staff are trained in their effective use.
- Ensure excellent administrative support is provided for the Headteacher and Senior Leadership Team.
- Effective, high quality word-processing, and expertise in Microsoft Office and or Google Suite.
- Photocopying and printing as required.
- Responsibility for organising and maintaining an efficient filing system.
- Ensure the effective management of income mail / email. This to include ensuring appropriate protocols for Confidential Mail.
- To liaise with the ICT Technicians to fully manage the procurement, audit, maintenance and stocking of all the school's ICT infrastructure, hardware and software.
- Oversee liaison with the catering company.
- Ensure that efficient administrative, secretarial and clerical services are provided and maintained and monitor their effectiveness.
- Oversee the management of SIMs and Dataplan.
- Oversee the Annual School Census.

Health and Safety

- In Partnership with the Premises Manager ensure that the school's written Health and Safety Policy statement is clearly communicated and available to all people
- Health and Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change

- Systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health and Safety Executive

General

- To support the wider aspirations of the School.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Be aware of and support differences and ensure equal and equitable opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- To ensure professional confidentiality.

Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Data Protection/GDPR

- Act as lead person within the school for GDPR and facilitate GDPR compliance through transparent data protection policies, systems and procedures.
- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 and the General Data Protection Regulation 2016 for the security, accuracy, and significance of personal data held on such systems.

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the School. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the postholder's responsibilities and duties.