

School Business Manager Job Description

Job Title: School Business Manager

Location: St Chad's Nursery & Infant School

Reports To: Head Teacher

Grade: Grade G, Pay Points 21-25

Leads & Manages: School Office, Finance Administration and all support staff

Job Purpose

To manage the day-to-day administrative functions of the school, including line management of administrative staff, to support the smooth running of the school.

The School Business Manager is responsible for providing professional leadership and management of administrative, lunchtime and premises staff, to ensure effective operational support that enables the school to function well and supports positive outcomes for children.

To adhere to financial regulations, health and safety, data protection and other legislation relevant to duties.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and provides a link between the DDAT Central Operations and Finance Teams and the school, ensuring the most effective use of resources in support of the school's learning objectives.

General Duties

Leadership & Strategy

1. Attend relevant Senior Management/Leadership Team, relevant full Local Trust Committee and appropriate Local Trust Committee's sub-committee meetings and present financial data and information.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Headteacher, take delegated responsibility for Financial and other non teaching decisions.
4. Plan and manage change in accordance with the school development/strategic plan
5. To lead and manage Admin staff, MDS, Cleaning and Caretaking staff.
6. Responsibility for all statutory and trust return requirements for school.
7. To create and carry out induction packages for all staff.

Financial Resource Management

1. Supported by the Trust's central finance team evaluate information and consult with the Senior Team and Local Academy Committee to prepare a realistic and balanced multi-year budget for school activity.
2. Maintain a multi-year strategic financial plan that will indicate the trends and requirements of the school development plan.
3. Submit the proposed multi-year budget to the Trust for approval and assist the overall financial planning process.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.

5. Monitor the budget on a monthly basis, Identify and inform the Head Teacher and the Local Board Committee of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant stakeholders.
8. Identify additional funding streams to support the schools' proposed activities.
9. Maximise income through lettings and other activities.
10. Present timely and fully costed proposals, recommendations or bids.
11. Manage the schools census and other key funding related returns to ensure that pupil numbers and characteristics are recorded accurately and submitted by the published deadlines.
12. Ensure that the Trust's financial procedures and the Academies Handbook is followed and adhered to at all times.
13. Advise the Trust if fraudulent activities are suspected or uncovered.

Administration Management

1. Manage the whole school administrative function and lead Admin staff, MDS, Cleaners and Caretakers
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goal
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines
10. Maintain the school's single central record in line with statutory requirements.

Human Resources Administration

1. Prepare and submit returns to enable the central production of the payroll. Complete a monthly reconciliation of payroll costs to the school's budget, investigating and reporting discrepancies. Be the first point of contact for any school staff payroll queries.
2. Manage the payroll services for all school staff including the management of pension schemes and associated services
3. Ensure the school's equality policy is clearly communicated to all staff in school
4. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy procedures comply with the appropriate policy.
5. Manage recruitment, performance management, appraisal and development for Admin staff, MDS and Cleaners and Caretakers.
6. Act as the school lead for apprenticeships, including liaison with training providers/colleges, overseeing induction arrangements, and assigning an in-school mentor/monitor.

7. Monitor the relevant legal, regulatory ethical and social requirements and the effect they have on the school and staff
8. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
9. Monitor the way policies and procedures are actioned and provide support where necessary
10. Seek and make use of specialist expertise in relation to HR issues
11. Evaluate the school's strategic objectives and obtain information for workforce planning
12. Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities
13. Conduct return to work meetings and carry out absence review meetings in collaboration with the Headteacher.

Premises Management

1. Ensure the supervision of relevant planning and construction processes undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations of outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisation, for the development of the extended services and local community requirements.

Health & Safety

1. Act as the schools' Health & Safety Coordinator, Fire Officer & EVC Coordinator.
2. Manage and maintain records of fire practices, alarm tests, statutory compliance checks and planned preventative maintenance.
3. Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people.
4. Ensure health and safety related policies are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as situations change, and communicated with all relevant stakeholders.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk Assessments are managed.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, and accident reporting to the Senior Team, Local Trust Committee members, DDAT and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school.
9. Work alongside School SENDCO to oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
10. Maintain adequate first aid provision for the site including monitoring staff training.

Person Specification

	Essential	Desirable
Experience:	<ul style="list-style-type: none"> • Relevant experience in a similar role • Experience of managing change and implementing new systems/procedures/controls. • Experience of preparing and presenting data and reports • Experience of preparing and monitoring detailed budgets 	<ul style="list-style-type: none"> • Relevant experience in a similar role in a school environment
Qualifications/Training:	<ul style="list-style-type: none"> • 5 x A*-C GCSE or equivalent to include English and mathematics • Willingness to undertake First Aid Qualification 	<ul style="list-style-type: none"> • Degree level qualification with substantial financial management experience • Certificate or Diploma in School Business Management • Current first aid qualification
Practical skills:	<ul style="list-style-type: none"> • Competency in MS Office suite of applications • Working knowledge of a range of administration procedures • Working knowledge of law with regard to health and safety legislation, employment legislation, contracts, Freedom of Information Act, copyright and data protection. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals. 	<ul style="list-style-type: none"> • Familiarity with school MIS
Personal qualities and attributes:	<ul style="list-style-type: none"> • Organisational ability (self and others), tact, diplomacy, courtesy and flexibility • Ability to manage conflicting demands, deadlines and interruptions 	

	<ul style="list-style-type: none">● Ability to build and form good relationships with children, colleagues and other professionals● Ability to lead and direct work of the Office Administration and support staff● Proven organisational skills with a high level of accuracy● Commitment to the school's ethos, aims and its whole community● Commitment to the highest standards of child protection and safeguarding● Excellent interpersonal and communication skills	
--	---	--