

Job Description: School Business Manager

Post	School Business Manager
Grade:	Bucks Pay Range 6
Employment Status:	Term Time Only plus INSET
Responsible to:	Headteacher
Responsible for:	Administrative & Premise Staff

Purpose and scope

The School Business Manager (SBM) holds a key post of responsibility within the school. Reporting directly to the Headteacher, the SBM is responsible for ensuring all non-teaching aspects of the school is run efficiently and effectively. The SBM is expected to contribute significantly to the continuous improvement of the school's services. This will include: -

- The promotion of the school aims, objectives and ethos
- Assisting in the monitoring and evaluation of performance and processes
- Ensuring specific day-to-day functions of the school run smoothly
- Establishing good working relationships with all stake holders and external agencies

1. Strategic leadership and management

- 1.1 Manage the disciplines of finance, human resources and premise management
- 1.3 Oversee the outsourced contractors for ICT and health & safety.
- 1.3 Manage whole school administration, as required.
- 1.2 Manage marketing, publicity and communications to enhance the school's reputation.
- 1.3 Be committed to improving standards and the quality of provision for pupils at Dorney School.
- 1.4 Generate income to enable and further the school's aims.
- 1.5 Produce timely and fully costed proposals, ensuring they are sustainable through long-term financial plans.
- 1.6 Ensure an effective link between the school financial plan and the school improvement plan – necessary to meeting the standards required by auditors and achieve sustainable school improvement.
- 1.7 Understand the implications of government policies and educational trends and developments.
- 1.8 Plan for and implement new initiatives as appropriate for the school.
- 1.9 Provide strategic support to the headteacher, governing body and the trust on all aspects of school business management.
- 1.10 Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- 1.11 Lead in the training and development of support staff.
- 1.12 Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the voluntary sector and national/regional organisations such as the LA, police and health service.

2. Responsibilities in relation to financial resource management

- 2.1 Prepare the annual estimates of income and expenditure for approval by the trustees, headteacher and governors.
- 2.2 Obtain agreement of budgets and monitor them against accounts.
- 2.3 Prepare monthly management accounts for budget holders and report on the financial state of the school to the trust and local governors.
- 2.4 Advise the headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.
- 2.5 Work with the SLT and the Governing Body to ensure that correct and robust financial controls and procedures are in place.
- 2.6 Use financial management information, to analyse trends and identify opportunities for greater efficiency.

- 2.7 Manage the school accounting function effectively to agreed procedures, and maintain those procedures by conducting at least an annual review.
- 2.8 Be responsible for all accounting procedures and resolve any problems, including:
 - ordering, processing and payment for all goods and services provided to the school
 - operation of all bank accounts, ensuring that a full reconciliation to trial balance is undertaken at least once per month maintaining an assets register, and preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
 - Issuing of Petty Cash and preparing banking for paying in.
- 2.9 Prepare quarterly returns and year end accounts.
- 2.10 Provide detailed management accounts for the governors and headteacher according to an agreed schedule, reporting immediately any exceptional problems and potential financial/shortfall problems.
- 2.11 Liaise with the school's payroll provider to ensure accuracy and that all matters pertaining to payroll are dealt with promptly and accurately.
- 2.12 Prepare all financial returns for any authorised external agencies.
- 2.13 Maximise income generation within the ethos of the school and ensure best value principals are adopted.
- 2.14 Liaise with the Trust, Buckinghamshire Council, bank, auditors, governors and financial advisers for best financial practice.
- 2.15 Attend Trustee & governors' finance meetings as required and present strategic financial and resource management reports.
- 2.16 Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise the SLT and governing body accordingly.
- 2.17 Liaise with and provide all information required by the internal auditor and implement any recommendations.
- 2.18 Be responsible for budget preparation in line with the School Improvement Plan, monitoring and projection.

3. Bids and contracts

- 3.1 Secure funding through bids for school projects, including building improvements.
- 3.2 Negotiate, manage and monitor contracts, service level agreements tenders and agreements for the provision of support services.
- 3.3 Purchase, either directly or indirectly, the school's energy supplies.
- 3.4 Arrange school facilities to include:
 - catering
 - bookings for school facilities, and provision of facilities for additional tuition out-of-school hours, including music.
 - Securing appropriate licenses.
 - Major building works and projects etc., e.g., new developments.
- 3.5 Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances, and handle any claims that arise.

4. Responsibilities in relation to Human Resources

- 4.1 Lead and manage on personnel matters relating to all staff including absence management.
- 4.2 Line management responsibility for administrative staff & premise staff including management, recruitment, professional development, appraisal and training of relevant staff
- 4.3 Responsibility for general personnel matters and for all staff contracts:
 - oversee the administration for all staff recruitment and selection and for contracts of employment
 - oversee the clearance for new staff – medical checks; DBS; child protection
 - Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters including liaising with teaching staff on issues relevant to the post
- 4.4 Maintain confidential staff records (including updating and monitoring and the SIMS Personnel Module) and ensure that staff records held in the school by others are kept confidential.
- 4.5 Advise the Governors on the policy needed to show compliance with all legislation concerning employment protection, equal pay, sex, race and disability discrimination etc and the implementation of these policies in the school.

- 4.6 Have responsibility for completing the administration of cover for absent teaching staff, working with another member of the Senior Leadership Team.
- 4.7 Be responsible for the preparation of salary assessments for teaching staff on an annual basis to meet Governing Body responsibilities.
- 4.8 Oversee completion of staff timesheets and absence returns.
- 4.9 Participation in non-teaching staff interviews, training, development and appraisals.
- 4.10 Be responsible for interpreting matters of Policy, procedure and stature to ensure the school's compliance and initiate appropriate actions arising
- 4.11 Be responsible for the completion of appropriate returns of information to the LA and DfEE

5. Responsibilities in relation to health and safety, facility and premises management in conjunction with the School Caretaker

- 5.1 The management of Health & Safety within the school (with the Caretaker) and ensure a Risk Assessment is carried out on time by the appropriate member of staff. Supported by external consultants.
- 5.2 To be responsible to the Trust, Headteacher and Local Governing Body for the maintenance and upkeep of the school buildings and grounds to ensure a high quality environment for learning.
- 5.3 Establish and follow sound practices in managing the premises to ensure the upkeep of the school grounds.
- 5.4 Ensure ancillary services, such as cleaning, are monitored and managed effectively.
- 5.5 Have oversight of the maintenance and cleaning of the site (grounds and building) to ensure the efficient operation of all facilities on the property, and that all statutory checks are undertaken and recorded.
- 5.6 Take responsibility for ensuring all regulations concerning fire practices, buildings related inspections and the reporting and recording of accidents are followed and that the testing of all alarms, fire equipment and security alarms meets statutory requirements.
- 5.7 Have oversight of the security of the school site, and the day-to-day running of the building.
- 5.8 Manage the procurement, repair and maintenance of all furniture, fixtures and fittings including all office equipment and photo copiers, etc.
- 5.9 Contribute to and be the central point of contact for the school's disaster and recovery plan and to operate the elements linked to resource management responsibility.
- 5.10 Negotiate, manage and monitor contracts, tenders and agreements as appropriate.
- 5.11 Be responsible for the letting of the school premises to outside organisations and for the development of all school facilities for out-of-hours use, with particular reference to the Extended Schools provision and the local community.
- 5.12 Know the elements of fire safety and the associated risks to the school through the process of risk assessment.
- 5.13 Be responsible for managing the cleaning contract and cleaners.

6. Responsibilities in relation to whole school administration

- 6.1 Maintain, update and continually improve the schools admin IT operations and communication systems including website and frontier. Working alongside the Trust IT department to ensure consistency across the trust with regards to IT.
- 6.2 With the school Admin team develop and deliver a Public Relations service to the school both externally and internally, including development of external links and opportunities for marketing
- 6.3 Lead and manage the administrative function to ensure the effective delivery of administrative systems and procedures including:
 - School reception (including representing the school to all enquirers and ensuring visitors to the school and parents receive a positive welcome.
 - Pupil records (including SIMS) and production of statistics when necessary.
 - Administration related ICT
 - Facilities & management information
 - Preparation and production of all school records and publications
 - Staff absence & Cover including personally providing cover in the absence of Admin Officers as appropriate.
 - Attendance
 - General queries (including drafting correspondence)
 - Designing and production of internal administration stationery.
- 6.4 Review and manage administrative systems ensuring processes and communications are

Effective, including:

- Delegating duties to Admin staff as and when required
 - Managing daily functions of General Office to ensure that administrative and accounting requirements of the School and Trust are met.
 - Ensure staff are aware of duties and responsibilities in order to maintain output and ensure deadlines are met, monitoring performances and solving problems relating to administrative staff duties.
 - Initiating and developing new office procedures where necessary.
 - Ensuring a comprehensive and easily accessible filing system.
 - Ensuring the security of all office equipment and records.
 - Ensure a list of visitors is printed off the signing in system when fire drills are taking place (1/2 termly) and visitors are checked off against this list during the fire practice (including in the event of an actual fire).
- 6.5 Act as liaison with the DfE and other relevant government bodies and to be responsible for the records and returns required. Ensure effective liaison with other schools and all interested parties and agencies involved in delivering successful extended school services.
- 6.6 To be responsible for data protection and compliance with relevant regulations.
- 6.7 Act as system manager for the administrative computer network and be responsible for the security of data and access rights to the system.
- 6.8 To provide contracts for staff as required.
- 6,10 To contribute to the writing of policies.
- 6.11 To be responsible for the day to day financial management and administration.
- 6.12 To work with staff to resolve any issue relating to their pay.
- 6.13 To assist in the recruitment of staff
- 6.14 To prepare and issue documents and contracts for parents/users
- 6.15 To communicate with parents regarding payments and general enquiries
- 6.16 To oversee procedures such as health and safety, registration forms and security.
- 6.17 To be responsible for the marketing of the provision.
- 6.18 To report any concerns to the Headteacher or member of the Senior Leadership Team.

Safeguarding Children

- To be responsible for the Single Central Safeguarding Register.
- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head Teacher.

Person Specification – School Business Manager

Education and Qualifications

Desirable:

- Professional accounting/ finance qualifications e.g. CSBM, ACA, ACCA, CIMA or AAT
- Undergraduate degree or equivalent qualification
- Additional relevant educational and/or professional qualifications e.g. NASBM qualification

Knowledge and Experience

Essential:

- Successful recent and relevant finance experience
- Successful and relevant leadership and management experience
- Experience of budgetary management and control within a large organisation at least equal in size and complexity to Dorney School
- Knowledge and experience of a variety of financial management systems, processes and procedures
- Successful experience of managing and leading staff
- Successful HR experience
- A working knowledge of procurement, facilities management, contracts, risk assessment, health and safety and traded services in organisations
- Experience of running an administrative department and/or section
- An understanding of school management and the role of the Governing Body

Desirable:

- Awareness and understating of school/public sector finance/resources management information systems. e.g. SIMS/Sage 200 for Education
- Successful experience in the submission of bids securing funding in the public sector

Skills and Abilities

Essential:

- Excellent financial skills
- Highly developed interpersonal skills
- Exceptional planning and organisational skills including management deadlines
- Excellent written and verbal communication
- An ability to analyse data and evidence of higher-level IT skills
- An ability to use initiative and prioritise work
- Be accurate and well organised in approach to work
- An ability to interpret legislation and regulations
- An ability to consult and share decision making within a senior team
- An ability to follow instruction
- Ability to lead by example
- A high level of attention to detail
- Adaptability
- Skills and confidence to coach and mentor staff and tackle underperformance

Personal Qualities

Essential:

- Commitment to high educational, professional and personal standards
- Respect for young people and their needs
- Respect for colleagues and parents
- Commitment to equal opportunities
- A relentless drive for improvement
- A relentless drive for excellence and equality
- Ability to keep calm under pressure
- Ability to effectively communicate with a diverse range of people