



Forestdale Primary School

School Business Manager

Job Description and Person Specification

January 2025

FORESTDALE PRIMARY SCHOOL
Job Description

Job Title: School Business Manager

Department: People

Division: Education

Grade Range: Grade 9 – SCP 28 - 30

Hours: 36 hours per week,
Term Time Only plus 2 weeks (41 weeks per year)

Location: Forestdale Primary School

Reports to: Head Teacher

Responsible for: Administrative Assistant
Finance Administrator
Site Manager
Breakfast and After School Club Manager
Catering Team
Cleaning Team

Role Purpose and Role Dimensions:

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities.

Support the management team in developing the business and resource management. Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of resources to enable students to achieve their best. Oversee all aspects of the non-teaching work of the school.

Commitment to Diversity:

As a member of the Finance and Administration Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

Key Internal Contacts:

- Head Teacher
- Deputy Head
- Site Team
- Office Team
- Breakfast and After School Club Manager and teams
- Catering Team
- Cleaning Team

Financial Dimensions:

Key Areas for Decision Making:

- Strategic overview of the finance and administration functions for the school.

Other Considerations:

Key Accountabilities and Result Areas:

Organisation

Key Elements:

This will involve:

- Welcoming visitors to the school when required.
- Oversee the support service systems and contracts such as photocopying, SLAs etc.
- Taking a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Contributing in the development of performance and quality issues.
- Contributing in the area of planning and monitoring the work of the school within the framework of best educational thinking and current legal responsibilities.
- Line management responsibilities where appropriate:
 - Managing support staff.
 - Liaising between managers/teaching staff and support staff.
 - Holding regular team meetings with managed staff and feedback any matters to head teacher.
 - Undertaking recruitment/induction/appraisal/training/mentoring for non-teaching staff.

Administration

This will involve:

- Taking a lead role in the development and maintenance of record/information systems.
- Providing detailed analysis and evaluation of data/ and producing detailed reports/information as required.
- Producing, and responding to complex correspondence such as reports to the Governing Body, letters to parents and responding to emails.
- Providing organisational and complex advisory personal support to other staff.
- Create and manage computerised staff administrative files keeping records of job descriptions, pay increments, disciplinary procedures, training and support etc.
- Diarising training and support for non-teaching staff.
- Managing and overseeing complex administrative procedures such as the school census.
- Liaise with Croydon Admissions team regarding school places and leavers.
- Being responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE.
- Managing the administration of Payroll system.
- Overseeing emails / letters sent to parents.

Resources

This will involve:

- Being responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Taking a lead role in the recruitment of support staff and in managing associated employment procedures.
- Providing advice and guidance to staff and others on complex issues.
- Undertaking research and obtaining information to inform decisions.
- Taking a lead role in procurement and securing funding streams.
- Managing service contracts.
- Managing school licences and insurance.
- Taking a lead role in marketing and promoting the school.
- Managing facilities including premises, lettings and associated income, building and projects etc.
- Managing financial administration procedures and being responsible for the audit of school finances.
- Taking a lead role in planning, monitoring and evaluation of budget.
- Being responsible for the management of expenditure within an agreed budget.
- Health & Safety management.

Key Accountabilities and Result Areas:

Responsibilities

Key Elements:

This will involve:

- Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensure equal opportunities for all.
- Contributing to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Sharing expertise and skills with others, including business managers from local schools.
- Participating in training and other learning activities and performance development as required.
- Recognising own strengths and areas of expertise and use these to advise and support others.
- Changing of duties and responsibilities over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
- Oversee all aspects of the school finance and administrative functions.

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
- Responsible for compliance with requirements of the General Data Protection Regulations (GDPR), including record keeping, audit and staff training.
- Deal with freedom of information requests and subject access requests in line with the Freedom of Information Act 2000 and the GDPR as and when required.
- Prepare reports and management information on the school's level of risk related to data protection, and processing performance to be presented to the governing board.

Confidentiality

This will involve:

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas:

Equalities

Key Elements:

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- The ability to demonstrate a commitment to the council's Customer Care Policy.

Health and Safety

This will involve:

- Every employee being responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Finance and Administration Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on policies and interventions.

Person Specification

Job Title: School Business Manager

Essential knowledge:

- NVQ Level 4 or equivalent qualification or experience in relevant discipline.
- Full working knowledge of relevant policies/codes of practice/legislation.

Essential skills and abilities:

- Excellent numeracy/literacy skills.
- Effective use of specialist ICT packages such as SIMS and FMS
- Use of specialist equipment/resources.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability to work strategically.
- Ability to relate well to children and adults.
- Must be able to work to deadlines and prioritise accordingly.
- Communicate effectively at all levels.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to analyse data and scrutinise financial information.

Essential experience:

- Demonstrable experience working in an office or school environment at a senior level.
- Managing a small team.
- Reviewing systems and procedures.
- A secure understanding of finance and budgeting.

Special conditions:

- Enhanced DBS check