



School: Glen Hills Primary School

Job Title: School Business Manager

Grade: Grade 11

Responsible To: Headteacher

Responsible For: Admin Staff, Premises Team, Midday Support

**Key Relationships/
Liaison with:** Senior Leadership Team, Teaching Staff, Classroom
Support Staff, Other Support/Premises Staff, Governors

Job Purpose: As a member of the school's senior leadership team, be responsible for the development, implementation and management of a comprehensive range of support services throughout the school including finance, HR, administration, IT, resources and reprographics, premises, cleaning, building maintenance, security and lettings, ensuring all procedures are carried out effectively and efficiently.

The postholder will be the direct line manager for all the non-teaching support staff within the school.

Support teaching staff and management in their responsibility to enable pupils to reach their potential and achievements by providing a safe and appropriate working environment and an efficient and good value cost effective range of support services.

In conjunction with the Headteacher, monitor health and safety issues and compliance with the schools Health and Safety policies.

MAIN DUTIES AND RESPONSIBILITIES:

The sections below are not an exhaustive list of responsibilities but should provide an indication of the scope of the role.

1. Management and Development of Staff

- a) Act as the direct line manager, for non-teaching support staff, as identified in the school structure and be responsible for all aspects of personnel management and welfare (including appointment, appraisal, absence reporting, timesheets, training and development).
- b) Draft and/or review job descriptions and personnel specifications, managing the recruitment process from start to finish, including safeguarding checks and maintenance of the Single Central Record.
- c) Prioritising and reallocating work to meet deadlines of self and the support staff group, and providing support and guidance where necessary.

2. **Finance** (be responsible for all aspects of the financial management of the school to include):-
- a) Undertake budget monitoring at all levels within the school and to assist individual budget holders to manage their own budgets.
 - b) To manage the school's financial systems and ensure finance and payroll reconciliation is undertaken regularly as per the Finance Policy.
 - c) Implement and monitor procedures for the safe collection, correct handling, recording and banking of income and the operation of the school's bank accounts in accordance with financial regulations.
 - d) Develop, revise and implement financial systems, which comply with financial legislation and regulations and ensure that the school carries out statutory delegated or devolved responsibilities efficiently.
 - e) Obtain quotations, review and negotiate prices with suppliers and contractors for goods and services to ensure best value for the school.
 - f) Ensure financial processes and procedures meet audit requirements and follow finance policy directives.
 - g) Prepare annual estimates of all expenditure and income, liaising as necessary with outside organisations.
 - h) Assist the Headteacher and governors to set current and future year balanced budgets by preparing and presenting financial statements and reports to meet agreed development plans.
 - i) Produce periodic reports for the management team and governing body.
3. **Administration**
- a) Ensure that all aspects of school business management and administration support the school's vision and aims.
 - b) Develop, monitor and ensure the delivery of a comprehensive administrative and support service to the Headteacher, Senior Leadership Team and Teaching Staff.
 - c) Ensure that all administrative procedures are in place in order that parents and the wider school community are aware of all of the aspects of the school's curriculum and activities.
 - d) At the direction of the Headteacher, ensure that all relevant legislative requirements are communicated to the appropriate people.
 - e) Prepare documentation and reports to support the Senior Leadership Team.
4. **Direction and Development of the School**
- a) Provide information for the Headteacher, Senior Leadership Team and Governing Body to facilitate strategic planning.
 - b) As a member of the Senior Leadership Team, have direct input into the strategic direction and long-term planning of the school.
 - c) Participate in the monitoring and evaluation of school effectiveness.
 - d) Attend meetings of the Senior Leadership Team (when appropriate), Local Governing Body, and where required, staff meetings/other school events.
 - e) Participate in the review of school policies and procedures.
6. **Estates Management**
- a) Be responsible to ensure that the school buildings and grounds are maintained to an adequate standard also that the buildings are secure in order to provide a safe environment for staff and pupils.
 - b) Identify with the Senior Leadership Team a program of buildings and grounds maintenance work, whilst liaising with the Site Manager/Premises Officer and contractors. Develop an annual program of building maintenance and oversee its completion. To ensure that building development projects are planned and supervised so as to cause a minimum of disruption to school life and completed on time.
 - c) Ensure that all necessary specifications for work to be undertaken are properly formulated to ensure that contractor tenders meet best value criteria. Liaise with contractors as necessary and as required, give

instructions with regard to the commencement of the work.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Symphony Learning Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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PERSON SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u> Relevant NVQ4 qualifications including a minimum of grade C/level 4 Maths and English at GCSE or equivalent. Professional qualification (finance, personnel or business management). School business management qualification – e.g. CSBM Evidence of further relevant professional development. Experience of working within an educational establishment or environment.	✓ ✓	 ✓ ✓ ✓	App/Int/Doc
<u>Experience</u> Experience in administration, including financial procedures and personnel functions and procedures.	✓		App/Int/Ref
<u>Knowledge</u> A day to day working knowledge of public sector/education procedures, particularly in one or more of the following areas – finance, personnel and premises.		✓	App/Int
<u>Skills/Attributes</u> Able to contribute to management initiatives. Understanding of the context in which schools and academies operate. Ability to lead, manage and motivate others. Ability to deal with young people, parents and outside agencies. Problem solving skills.	✓ ✓ ✓	 ✓	App/Int/Ref

	Essential	Desirable	How assessed
Innovative and prepared to exercise judgement.	✓		
Excellent communication skills – both written and verbal.	✓		
Ability to manage and deal with complex issues.	✓		
Ability to write and present complex reports.	✓		
High standard of IT skills including Microsoft Office packages.	✓		
Ability to plan and organise their own work and manage the workloads of others.	✓		
Capable of achieving targets under pressure and against deadlines.	✓		
Ability to exercise judgement and only seek advice from senior colleagues when necessary.	✓		
Flexible, resilient and positive.	✓		
High expectations of self and others – self motivated.	✓		
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work.	✓		Int/Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form
Int = Interview
Med = Medical Questionnaire

Test = Test
Pre = Presentation
Doc = Documentary Evidence (E.g., Certificates)