

Job Description School Business Manager

Job title:	School Business Manager	Ealing GLPC Grade:	Scale 11
School:	Hobayne Primary School	Post No:	
Line manager:	Headteacher		
Supervisory responsibility:	Line management of staff including finance, administration, site staff, wrap around care staff. Conduct the performance management and development of direct reports.		
Hours:	Part-time – 21 hours per week (3 days), flexible working 40 weeks per year (one week during school holidays.)		

Main purposes of the job

- Act as professional and financial adviser to the Headteacher and Governors with regards to the business functions of the school.
 - Act as the school's leading support staff professional and work strategically as part of the Senior Leadership Team to assist the Headteacher and Governors in their duty to ensure that the school provision meet their educational aims.
 - Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
 - Be responsible for the Financial Resource Management/ Management Information and ICT/ Facility & Property Management/ Health & Safety Compliance, Wrap around Care Management.
 - Provide professional leadership and management of school as part of the Senior Leadership Team and support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
 - Be a visible member of the Senior Leadership Team for families and the wider school community and develop collaborative partnerships with other schools and organisations.
 - Promote safeguarding and be aware of and compliant with Child Protection and Safer Recruitment procedures, policies and practice.
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Specific Duties

Leadership Skills

1. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
2. Effective contribution to the strategic self-review process, performance management, staff and structure reviews and the school improvement cycle.
3. Effectively participate in and present at appropriate committee, governor, SLT and other external meetings.
4. Work with members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school.
5. Respond to the changing needs of the school, through driving change with customer focussed pragmatic service solutions in mind.

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6. Act as the school representative when dealing with complex situations with contractors and members of the public.
7. Have high expectations of colleagues' performance and hold them to account to get the best for the school
8. Collaborate and share best practice within school and with other schools & organisations.
9. Strategically lead marketing strategies and the extended school provision and lettings.
10. Work with the Administrative Team to review and develop administrative procedures for the school and maintaining and operating agreed procedures in order to ensure that all statutory requirements are met, including all external data collection and GDPR.
11. Be responsible for ensuring the school operates and is compliant with statutory regulations and deadlines surrounding GDPR, being the Designated Data Protection Liaison, supported by the schools Data Protection Agency.
12. Be responsible for monitoring, recording and reporting all GDPR breaches.

Financial Management and Income Generation

13. Hold overall management responsibility for the school's finances, financial systems and accounting procedures; lead and advise the Headteacher and Governors on strategic and operational financial management within the school.
14. Analyse, manage, prepare and present monthly budget monitoring and any other financial reports and report on their impact on longer term budget plans to key stakeholders.
15. Plan, prepare and present the rolling 3-5 year plan plus detailed annual budget to the Governors for approval and be responsible for reporting to and reconciliation of LA and DfE financial records.
16. Be proficient in the use of the school's financial software (FMS) and undertake financial processes including bank reconciliation; school purchase card reconciliation; BACS payments; order and invoice authorisation.
17. Advise the Headteacher in determining, allocating and controlling delegated budgets and earmarked funding streams and ensure that such funds are properly accounted for.
18. Advise the Headteacher on the financial implications of the school's staffing and pay structures.
19. Be responsible for keeping analyses of costs and statistical records as well as conducting regular benchmarking exercises using consistent financial reporting tools.
20. Negotiate, manage and monitor contracts, service level agreements, tenders and agreements for the provision of support services and explore comparisons for cost saving initiatives.
21. Lead the school's ICT strategy, monitoring developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning and staff wellbeing.
22. Develop ICT budgets, manage and monitor expenditure against them to support the School Development Plan.
23. Be responsible for budgetary accountability of all bank accounts, cash and financial resources ensuring that efficient and safe routines are maintained concerning collection and security.

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24. Ensure compliance with SFVS, statutory returns and other financial regulations to the LA and other relevant bodies.
25. Manage the School's cash flow and maximise the schools interest within financial, legal and regulatory constraints.
26. To manage the finances of the school's catering contract where relevant and ensure regular evaluation and review. Choose appropriate menus for the school and manage expectations for both the parents and the external catering provider.
27. Oversee the school's licences and insurance policies in all forms including arrangements for their review.
28. Promote and extend the use of the site as a method of maximising generating income through letting the school's facilities ensuring compliance and monitoring of leasing arrangements and contracts.
29. Maximise income generation through fundraising, bid & grant applications in order to secure funds for school projects, extra curricula activities & additional resources.
30. Prepare monthly invoices for lettings.
31. Follow up outstanding income due to the main school and school journey accounts.
32. Manage the business functions of the Wrap around care provision, including the payment parameters through the external booking systems.
33. Implement and manage best value for any services and resources throughout the whole school.
34. Ensure Educational visits checklist is adhered to by all teaching staff, collate risk assessments and provide financial information prior to system set up for parents.

Facilities, Health and Safety and Estate Management

35. Work with the Facilities Manager to engage effectively with all stakeholders to provide strategic direction for school improvements works and manage the estate, building projects and facilities functions within the school.
36. Work with the Facilities Manager to keep updated the rolling programme of refurbishment, development and maintenance works for the school premises and grounds, ensuring maximum site security and working within budgetary constraints.
37. Formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation in order to maintain a safe working environment.
38. Oversee the Facilities Manager on the overall strategic responsibility for the co-ordination and management of site works and communication/developing relationships with architects, contractors, external partners and council officers with regard to the maintenance, refurbishment and development of the site.
39. Oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.
40. Oversee the Site Manager's regular progress reports and that any recommendations are made to the Headteacher and the Full Governing Body.

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41. Strategically oversee the negotiation, evaluation and effective management of contracts for works and ancillary services, such as the cleaning contract, to the site.
42. Retain expert knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.
43. Know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
44. Formulate, monitor and implement a comprehensive Emergency Plan and contingency for technology failure with an emphasis on disaster recovery to ensure business continuity and reduce unnecessary risk.
45. Implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.
46. Be a key holder for the school site and manage master key allocation and log.
47. Manage the holiday lettings programme and site team timings to ensure the safety and fairness.
48. Overall Administrator (Super User) for school's Judicium platforms for GDPR, H&S reporting system, security system, Fire Risk Management and H&S Risk Management for Ealing FM (Concerto system), ensuring external Facilities provider undertakes annual risk assessments for all three platforms with follow up termly reviews.
49. Responsible for ensuring that all mandatory health and safety training is completed by the appropriate staff.
50. Responsible for maintaining the school's asset register on FMS and liaising with insurance provider where appropriate.

Human Resources

51. Work with the Headteacher to provide strategic leadership and guidance on HR policy and related issues within the school, ensuring that HR policies and procedures are effectively implemented.
52. Ensure that all relevant school policies, including the equality policy, are communicated to and understood by key stakeholders.
53. Line manage and performance manage direct reports ensuring they are supported, motivated and well developed to fulfil their roles effectively.
54. Act as the point of contact within the school for the ICT Technician ensuring that all aspects of the school's ICT network and hardware support effective teaching and learning.
55. Be responsible for the systems and management of the schools administrative and financial computer network, the implementation of appropriate management information systems.
56. Support the Headteacher in strategically planning for future staffing needs, reviewing organisational structures, assist with staff training & development, the development of performance management systems & reviewing budget implications.

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General responsibilities and support services

57. To ensure that correct preparation and risk assessments are made for school trips.
58. To attend the appropriate committee and other meetings, including relevant meetings with the School' Leadership Team.
59. To be a member of appropriate working parties as and when required.
60. To vary duties to meet the changing demands of the school.
61. To implement and follow all school and LA policies and procedures, including giving due regard to the school's equal opportunity policy.
62. To oversee and ensure all work is appropriately documented and kept up-to-date.
63. To keep abreast of current legislation and developments in relation to finance and attend training where appropriate.
64. To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
65. To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.

Signatures – line manager and job holder

Signature of Manager:

Date:

____/____/____

Signature of post holder:

Date:

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