

## **JOB PURPOSE**

The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

The School Business Manager will provide a full school support service to the Head Teacher and Governors to facilitate the efficient and effective use of school resources in order to support improvements in the standards and achievements in teaching and learning.

The School Business Manager is responsible for the Financial Management/ Administration Management/ Management Information/ Human Resource Management/ Facility & Property Management and Health & Safety Management of the School.

## **SCOPE OF JOB**

Monitors school budget.

Represents the school at meetings with service providers of the LEA and a range of external service providers including contractors.

Operates in an environment where the volume of work is high, activities diverse and conflicting priorities have to be effectively managed and limited resources efficiently allocated. Has to balance short term activities with planning for medium term activities.

Has access to extremely sensitive and confidential information.

Will have contact with staff, teachers, governors, parents and pupils as well as senior staff within the LEA/Council and will be required to deal with difficult and emotional situations.

Member of SLT meetings.

## **JOB ACCOUNTABILITIES**

### **Finance**

Be responsible for the preparation for approval by the Head Teacher and Governors, the school's annual budget for delegated expenditure and the schools private funds in line with the guidelines provided by the Governing body.

Prepare for the Governors/Finance & Resources Committee, a comprehensive budget report at the agreed intervals to enable them to manage the school's budget in an efficient and effective way.

Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.

Ensure that the school meets the Financial Management Standard within the required timescale.

Be responsible for the effective management of financial administration procedures, in ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants and provide ongoing budgetary information to relevant people.

Be a proficient user of the school's finance system ensuring the timely and efficient ordering, processing and payment of all goods and services provided to the school.

Be responsible for the collection, reconciliation and banking of any monies received by the school and for the preparation of invoices and collection of fees and monies due to the school.

Ensure that all financial transactions, including payroll forms, are processed in accordance with the financial regulations set down by the Education Authority and the school. This will include setting up and reviewing the schools internal processes as well as working within the procedures set by the Education Authority.

Prepare financial appraisals for projects and contribute to the development of the schools long term financial strategy and business plan.

Within the schools financial regulations, manage the contract letting process including drafting service specifications, undertaking tender evaluations and making recommendations to the Head Teacher/SLT, so that the school obtains the most cost effective service in line with its requirements. This will include negotiating with service providers and addressing service delivery/service quality issues.

To seek professional advice on insurance, advising the Head Teacher and Governors as appropriate. Managing any insurance issues, including claims.

To assist in the preparation of bids to secure competitive funds by effective use of bidding systems and contacts.

To manage and monitor contracts, tenders and agreements for the provision of support services, ensuring the application of correct procedures and participate in the decision making process so that the school obtains the most cost effective service in line with its requirements.

### **Management of Information and ICT**

Establish procedures for data collection in order to prepare reports, returns/surveys and other information for a variety of internal and external services/organisations e.g. the Education Authority, Auditors, Ofsted, DfES etc. Ensure that returns are completed and submitted within the required timescale.

Provide analysis and advice to the Head Teacher on a variety of management information, including trends analysis and benchmarking.

Use management information to develop appropriate policies within the schools development plan.

Act as systems manager for the schools administrative network and work closely with the school's ICT support service provider to ensure consistent network accessibility.

### **HR Management**

To be responsible for the school's general HR function.

Advise Head Teacher on recruitment, employment and pay issues within the framework and policies of the LEA and the Schools pay policy.

Liaise with external organisations to ensure that the appropriate clearance for new staff is received – medical checks, Disclosure and Barring Service and obtainment of employment references.

Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.

Be responsible for the efficient maintenance of confidential staff records, recording of absences on SIMS and accurate recording of information for School Workforce Reform Census returns to the DfE.

To provide advice and information for the Head Teacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy, and other HR matters.

Responsible for course bookings in relation to staff CPD and maintaining training records.

### **Estate Management**

In line with the requirements of the Governing Body and Head Teacher, co-ordinate the maintenance of the school site and buildings through the annual maintenance plan, including the management of any Site Controller/Caretaker, ensuring the efficient and safe operation of facilities.

Arrange emergency repairs as and when required to minimise disruption to the school working day. This will include arranging annual maintenance and safety checks and keeping records.

Oversee the project management of key building projects within the school, ensuring that they are delivered on time and within budget through liaison with representatives from Building Services and external agencies on key capital building projects, ensuring that the school's needs are fully met.

Develop the schools' lettings policy so that the school is able to maximise the income available to it through the effective use of its facilities.

Co-ordinate the administration associated with out of hours letting of school facilities.

To implement risk management and loss prevention strategies in the school to reduce risk insurance costs.

Ensure the safe maintenance and security operation of all school premises.

Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.

Follow sound practices in estate management and grounds maintenance including organising and upkeep of playing fields, gardens, all weather surfaces and drainage and to ensure the maintenance thereof.

Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

To monitor the effectiveness and implementation of all service level agreements and contracts regularly to ensure best value principals are adhered to for the benefit of the school.

To ensure the continuing availability of utilities, site services and equipment.

### **Health & Safety**

Act as the school's Deputy Responsible Person for Buildings Health & Safety and support the Head Teacher in the management of Health and Safety within the School with regards to the Estate and Buildings. Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Ensure awareness of risk assessment tools and their use and have understanding of the disaster recovery plan and its place within the management procedures of the school.

Ensure the school's written Health & Safety policy statement is clearly communicated and available to all, implemented at all times and is subject to review and assessment at regular intervals or as situations change.

Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and where appropriate, the Health & Safety Executive.

Ensure the maximum level of security consistent with the ethos of the school.

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.

To maintain and oversee the current operation of the Asbestos register. To ensure awareness and understanding of the school's safety policies and to monitor and ensure compliance with all related legislation, e.g. fire risk assessment, asbestos and legionella statutory requirements.

Maintain records of fire practices and alarm tests, emergency lighting testing, PAT testing and equipment inspections.

### **Miscellaneous**

Represent the school at the termly Bursar's meetings, raising and clarifying issues relating to finance/ administration on behalf of the school and advising the Head Teacher of any action points.

Attend the schools SLT and relevant Governor's meetings to provide information, analysis, advice and recommendations.

Facilitate closer working relationships between teaching and support staff.

### **Safeguarding**

Manage and maintain the school's Single Central Record.

Be fully aware of and understand the duties and responsibilities arising from Keeping Children Safe in Education (2018) and Working Together to Safeguard Children (2018) in relation to child protection and safeguarding children and young people and act as a Deputy Designated Safeguarding Lead.