

School Business Manager (Scale 16) Job Description



Job Title:	School Business Manager	Ealing GLPC Grade: 16
School:	Horsenden Primary School	Post No:
Line Manager:	Headteacher	
Supervisory responsibility:	Line management of staff including finance administration, swimming pool and site manager. Conduct the performance management of direct reports	
Hours:	35 hours a week, 52 weeks (can be flexible for the right candidate)	

Main purposes of the job

- Act as the leading support staff professional and financial advisor to the Headteacher and Governors regarding the business functions of the school, assisting them in their duty to ensure that the school meets its educational aims.
 - Promote the highest standards of business ethos within the school's administrative functions and strategically ensure the most effective use of resources in support of the school's learning objectives.
 - Be responsible for Financial Resource Management, Management Information, ICT, Facility and Property Management, and Health and Safety Compliance, including the management of the school and swimming pool.
 - Provide professional leadership and management of the school as part of the Senior Leadership Team, collaborating with the swimming pool support staff and teaching staff to enhance their effectiveness and achieve improved standards of learning and achievement in both the school and swim school.
 - Promote safeguarding and ensure compliance with Child Protection and Safer Recruitment procedures, policies, and practices.
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Specific Duties

Leadership Skills

1. **Strategic Leadership:** Influence decision-making within the Senior Leadership Team, driving customer-focused solutions and adapting to the changing needs of the school, Children's Centre, and swimming pool.
2. **School Improvement:** Contribute to the school's self-review, performance management, and improvement processes, including staff and structure reviews.
3. **Committee & Stakeholder Engagement:** Participate in and present at meetings with committees, governors, and external stakeholders.
4. **Business & Health Planning:** Collaborate with key leaders to develop a rolling business plan for the school and Seahorse Swim School, and review Health & Safety for the Children's Centre.
5. **Performance Accountability:** Set high expectations for colleagues and hold them accountable to achieve the best outcomes for the school, swimming pool, and community.
6. **Marketing & Lettings:** Support the Office Manager in managing marketing strategies, extended school provision, and lettings.
7. **GDPR Compliance:** Ensure compliance with GDPR, acting as the Designated Data Protection Liaison, monitoring and reporting breaches.

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Financial Management and Income Generation

8. **Financial Management:** Oversee the school's and swimming pool's finances, advising the Headteacher and Governors on both strategic and operational financial matters.
9. **Budgeting & Reporting:** Prepare, manage, and present the annual budget, a 3-5 year financial plan, and monthly reports to key stakeholders, including analysis of long-term impacts.
10. **Financial Processes:** Manage the school's financial software (FMS) and handle key financial tasks, including bank and purchase card reconciliations, BACS payments, and invoice authorisation.
11. **Resource Allocation:** Advise the Headteacher on budget allocation, staffing costs, and the financial management of delegated funding streams.
12. **Benchmarking & Cost Analysis:** Conduct regular cost analyses and benchmarking to ensure efficient use of resources, and explore cost-saving opportunities.
13. **Contracts & Agreements:** Lead contract negotiations and manage service level agreements, tenders, and support service agreements, seeking the best value.
14. **ICT Strategy:** Lead the school's ICT strategy, managing the ICT budget and ensuring technology supports the School Development Plan and enhances teaching, learning, and staff wellbeing.
15. **Income Generation:** Maximise income by promoting facility lettings, managing contracts, and pursuing fundraising, grants, and bid opportunities.
16. **Compliance & Governance:** Ensure compliance with financial regulations, including SFVS and statutory returns, and manage the school's insurance policies and licences.
17. **Cash Flow & Accounts:** Manage the cash flow for the school and swimming pool, ensuring security, accountability, and efficient financial practices.

Facilities Health and Safety and Estate Management

18. **Strategic Facilities Management:** Lead on school improvement works, estate management, and building projects, working with stakeholders to ensure effective outcomes.
19. **Site Maintenance:** With the Site Manager, oversee a programme of refurbishment, maintenance, and security for the premises within budgetary limits.
20. **Health & Safety Compliance:** Formulate and implement the school's Health and Safety Policy, ensuring adherence to relevant legislation.
21. **Coordination of Site Works:** Manage relationships with architects, contractors, and external partners to ensure efficient site development and maintenance.
22. **Asset & Project Management:** Align site work priorities with the School Improvement Plan and asset management plan, overseeing reports from the Site Manager.
23. **Contract Management:** Oversee the negotiation and management of contracts, including services like cleaning, ensuring efficiency and value for money.
24. **Emergency & Disaster Planning:** Develop and implement disaster recovery and emergency plans, ensuring business continuity and risk mitigation.
25. **Fire & Safety Protocols:** Ensure regular fire drills, alarm testing, and up-to-date emergency procedures, while maintaining health and safety records.
26. **Risk Management:** Implement risk prevention strategies to minimise insurance costs and manage third-party contracts.
27. **Systems Administration:** Serve as the Super User for various school platforms (Judicium, Parago, Paxton), ensuring annual and termly risk assessments and reviews.
28. **Staff Training & Compliance:** Ensure all mandatory health and safety training is completed and logged for relevant staff.
29. **Asset Management:** Maintain the school's asset register and liaise with the insurance provider as needed.

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Human Resources

30. **HR Leadership:** Provide strategic guidance on HR policies, ensuring they are effectively implemented and compliant with school procedures.
31. **Staff Documentation:** Oversee the maintenance of staff contracts, payroll submissions, DBS and medical checks, and salary verification letters, working with the Office Manager.
32. **HR Responsibility:** In the Office Manager's absence, manage HR processes, including maintaining the Single Central Record and ensuring compliance with personnel checks.
33. **Policy Implementation:** Communicate and monitor relevant school policies, including the equality policy, and provide feedback and support to the Senior Leadership Team.
34. **ICT Coordination:** Act as the school's point of contact for the ICT Technician, ensuring the network and hardware support teaching and learning effectively.
35. **Systems Management:** Oversee the school's administrative and financial computer networks, implement management information systems, and act as Systems Manager.
36. **Staffing Strategy:** Support the Headteacher in planning for future staffing needs, reviewing organisational structures, and managing staff training, performance, and budget implications.
37. **Leave Submission:** Prepare annual leave submissions for zero-hour contract staff.

Swimming pool Management

38. **Swimming Pool Profitability:** Work with the Swimming Pool Manager to ensure the pool is profitable in both the short and long term.
39. **Line Management:** Oversee the Swimming Pool Manager, ensuring professional management of the Seahorse Swim School.
40. **Financial Oversight:** Understand and report on the financial impact of the swimming pool on the school's budget.
41. **Revenue Allocation:** Ensure a portion of swimming pool revenue is reinvested into business promotion, facility improvements, and staff development.
42. **Facilities Management:** Support the Swimming Pool Manager in managing the pool facilities, including pool plant management and water testing.
43. **Health & Safety Compliance:** Ensure compliance with the pool's Normal Operating Procedures, Emergency Action Plan, and Technical Operating Procedures, adhering to HSE and PWTAG guidelines.
44. **Pool Plant Qualification:** Hold a Pool Plant Operator qualification to manage the swim facilities during school closures, including providing emergency cover outside regular hours.

Other areas of work

45. **IT Filtering Policies:** Work with the DSL to design, implement, and monitor IT filtering policies, conducting weekly checks and ensuring systems are regularly reviewed.
46. **Emergency Response:** Respond to emergencies and inform relevant staff promptly.
47. **Additional Duties:** Perform similar duties as required by the line manager, in line with the post's responsibilities.

Signatures – line manager and job holder

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /