

# School Business Manager Scale SO1 Job Description

## Responsible to: Headteacher

*The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*

## Main Purpose of the Job:

- To be the SBM responsible for Health and Safety, Information Governance, Estate Management and School Communications
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To be an integral part of the school working in close partnership with all staff
- Under the guidance of senior staff, to be responsible for undertaking administrative and organisational processes within the school
- To assist with the planning and development of school support services

## Major Duties and Responsibilities:

### **Budgets/Resources:**

- To be a second user of the Financial Management System in order to maintain segregation of duties

### **Estate Management:**

- Ensure the safe maintenance and security operation of school premises
- Manage the maintenance of the school site including the repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Review and update the Business Continuity Plan

### **Health and Safety:**

- Act as the school's Health and Safety Co-ordinator and Fire Officer
- Liaise with the school's Health and Safety Advisor to ensure a safe environment for all stakeholders of the school
- Plan, instigate and maintain records of fire practices and alarm tests, as well as all preventative maintenance checks and records
- Ensure the school's written Health and Safety policy is clearly communicated and available to all people
- Ensure the Health and Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Liaise with the Head Teacher on policy formation and risk assessment
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head Teacher, Health and Safety Advisor, SLT, Governors, Trustees and, where appropriate, the Health and Safety Executive
- Submit a termly Health and Safety Report to the Resources Committee
- Ensure the maximum level of security consistent with the ethos of the school
- Review and update the Critical Incident Plan

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### Medical Administration:

- To manage the whole school list of pupil and staff medical and dietary needs including management of medications and first aid records

### Whole School Administration:

- Manage the whole school administration function
- Source and manage technologies to assist with effective administration processes
- Produce school communications in a variety of formats
- Ensure the School Information Management System (SIMS) holds accurate information on pupils
- Provide administrative support to the sub committees of the Governing Board
- Hold overall responsibility for the School's information management as the School Data Protection Lead
- Prepare and submit statistical returns to the DFE and LA
- Manage all information relating to admissions and Year 6 leavers
- Alongside the Headteacher, be responsible for the administration of statutory assessments
- Ensure safeguarding and first aid training records are kept up to date
- Ensure safer recruitment processes are followed including DBS checks for new staff members and volunteers
- To organise transport and parental liaison for school trips and events
- To analyse and evaluate data/information and produce reports/information/data as required
- To undertake the administration of complex procedures.
- To complete and submit more complex returns including those to outside agencies

### General:

- To comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/work/aims of the school
- To establish constructive relationships and communicate with other agencies/professionals
- To attend and participate in regular meetings
- To participate in training and other learning activities and performance development as required
- To provide First Aid and attend to children with medical needs (following sufficient training and, where necessary, a risk assessment and health care plan being implemented and shared), including providing personal care, when necessary, and maintaining hygiene standards
- To act in accordance with school policy and promote the ethos of the school, including applying all health and safety policies and behaviour policy
- To promote safeguarding and children's welfare, including the PREVENT agenda, reporting any concerns immediately to the Designated Safeguarding Leads
- To undertake training as required to support needs of all our learners
- To actively promote our REAL wheel values, Learning Super Powers and the UNCRC
- To undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

### Overall Conduct



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- To share The Trust's commitment to safeguarding and promoting the welfare of children
- To work positively and inclusively with colleagues to be part of a workplace that does not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- To work flexibly in the interests of The Trust. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary professional development will be provided.

Signed ..... Dated.....