



## Kelvin Grove Primary School Job Description

Job Title: **School Business Manager**

Accountable To: *Head Teacher*

Salary Range: *PO5/6 scale 40-44*

Working Time: *Full time, all year round*

### Key Purpose of the Job

- 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 is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.
- The School Business Manager leads on communication systems across the school and is a visible member of the senior leadership team for families and the wider school community.
- The School Business Manager promotes safeguarding and is both aware and compliant with Child Protection and Safer Recruitment policies and practice.
- To promote the safeguarding of children.

### General Duties

#### Leadership, Management and Strategy

The school business manager is a member of the Senior Leadership team, creating and delivering a shared strategic vision for the organisation. This includes building capacity across the workforce; improving organisational structures and functions so that the school remains fit for purpose; building and sustaining effective relationships and communications strategies: working with the community and other partners to improve the outcomes and well-being of the school community.

- Participate effectively as part of the Senior Leadership Team; attend full Governing Body and appropriate Governors' sub-committee meetings, taking minutes where needed.
- Contribute to, negotiate and influence strategic decision making within the school's Senior Leadership Team.
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the school development plan.

#### Financial Management

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
- To be responsible for all matters relating to the administration of the school finances and to ensure such matters are handled in accordance with financial regulations.
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
- In conjunction with the Head Teacher, plan and agree the final budget for Governing Body approval.

- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to relevant people.
- To be responsible, through the admin team, for raising orders, invoices and completing and bank reconciliations in accordance with the school financial regulations.
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- To prepare all the documentation necessary for auditors as required and submit financial report to the appropriate bodies.
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements.

### **Human Resource Management**

- Manage the payroll services and HR contract services for all school staff.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and give advice to relevant parties regarding compliance.
- Manage recruitment, performance management, appraisal and development of the Premises and Admin team.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
- Monitor staff absence and sickness returns.
- Ensure people have a clear understanding of school policies and procedures and the importance of putting them into practice.
- Maintain confidential records and be responsible for maintaining up to DBS registrations.
- Maintain the Single Central Record.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Facility & Property Management**

- Act as the school Health and Safety Co-ordinator and produce and keep the Business Continuity Plan.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- To ensure emergencies procedures are current and timely.
- Monitor and oversee the quality of work by contractors, cleaners and reporting to Governors as appropriate.
- To be responsible for the security of the school site.

- To be responsible for overseeing the lettings of the school premises to outside organisations.
- Meet with all external agencies, delivering services to the school and to deal with all aspects of tendering and procurement in accordance with the financial regulations.
- To complete an up to date risk register to establish hazards with the school and the associated risk involved.
- In conjunction with the Premises Manager conduct risk assessments.
- Manage the building work of on-site contractors and arrange estimates for work.
- 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
- 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
- If required manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise on appropriate insurances for the school.

### Administration Management

- Manage the whole school administrative function.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems.
- Define responsibilities, information and support for staff and other stakeholders including Data Protection guidelines.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
- In liaison with the extended services manager to manage the delivery of the extended services provision.
- Ensure the school website is up to date and complies with Department of Education requirements.
- Ensure GDPR processes are complied with.

### Health & Safety

- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Liaise with Premises Manager to ensure that Fire Practices and procedures are robust and fully compliant.
- Ensure the health & 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.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the senior leadership team, 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.

## Child Protection

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
2. To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may in relation to safeguarding and/or child protection.
3. To be committed to safeguarding and promoting the welfare of children and young people and all safeguarding policies.

*Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever changing challenges which schools face. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstance and demands.*



## Person Specification –School Business Manager

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Accountable To: *Head Teacher*

Salary Range: *PO5/6 scale 40-44*

Working Time: *Full time, all year round*

### Education and Qualifications

*Essential:*

- A relevant professional Management qualification
- A diploma in SBM or equivalent

*Desirable:*

- First degree or equivalent qualification
- Professional accounting qualification
- Further relevant educational professional qualification

### Knowledge and experience

*Essential:*

- Experience of running an administrative department and / or section
- Successful and relevant leadership experience
- Successful strategic experience
- Experience of budgetary management and control within a large organisation
- Knowledge and experience of a variety of financial management systems and processes and procedures
- Experience of motivating and leading staff
- A working knowledge of facilities management
- A working knowledge of Health and Safety legislation
- An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations
- Experience of working effectively with a wide range of external partners
- An understanding of school management issues and the role of the Governing Body

*Desirable:*

- Awareness and understating of school/public sector finance/resources management information systems. E.g. SIMS
- Successful experience in the submission of bids securing funding in the public sector

### Skills and abilities

*Essential:*

- Exceptional planning and organisational skills including management deadlines
- Excellent written and verbal communication
- Highly developed interpersonal skills
- An ability to analyse data and evidence of higher level ICT skills
- An ability to manage databases and the quality of the data
- An ability to use initiative and prioritise work
- Being accurate and well organised in approach to work
- An ability to interpret legislation and regulations
- An ability to consult and share decision making with the senior team
- Ability to lead by example
- Skills and confidence to coach and mentor staff and tackle underperformance

### Personal Qualities

*Essential:*

- Commitment to high educational, professional and personal standards
- Respect for young people and their needs
- Commitment to equal opportunities
- A relentless drive for excellence
- Ability to keep calm under pressure

*Desirable:*

- To have strong awareness of professionalism and confidentiality
- To have a good sense of humour