



King's Norton Boys' School

HUMANI SEMPER CONTENDIMUS

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Title: School Business Manager

Grade: GR5

Job Purpose:

The provision of full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for Financial Management, Human Resources, Facilities Management, Health and Safety, Performance Management for Support Staff and the management of some non class-based school support staff.

The postholder will be a member of the school's SLT and will be required to play an active role in delivering and achieving both organisational and strategic operations.

This post will line manage the school's Site Manager and Site Team, Finance Team, Lunchtime Supervisors, Administration staff, ICT Manager and Cover Supervisors.

DUTIES AND RESPONSIBILITIES:

Financial Management

Responsible, under the direction of the Headteacher, for financial matters; having due regard to the appropriate financial directions and regulations of the Local Authority.

Advise and make recommendations on matters relating to income and expenditure including production of statements and forecasts.

Produce financial monitoring and strategic forecast reports and present these to the Governing Body.

Preparation of financial forecasts and accountability for setting and managing the school's budget and other funding streams.

Detailed monitoring of the different budgets, including departmental capitation, and advise on implications of decisions. Coach budget holders on how to successfully manage expenditure.

Use financial management information, including benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Headteacher and Governing Body accordingly.

Monitor all accounting procedures and resolve any problems, including:

- The ordering, processing and payment for all goods and services provided to the school.
- The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.

Preparation of all financial returns for the DfE, Local Authority and other central and local government agencies within statutory deadlines.

Meet with the Local Authority Financial Representative and other officials including Auditors to ensure the finance system is effective and efficient.

Maximise income generation within the ethos of the school through successful management of the school's lettings provision.

Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

Prepare and submit bids for further funding from outside agencies under the direction of the Headteacher. Responsible for the management of any applications for grant funding.

Provide information on staff absence and cover costs and provide salary forecasting.

Seek professional advice on insurance and advise on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.

Human Resources

Management and administration of personnel procedures and confidential records.

Be responsible for GDPR and act in the capacity of 'Data Protection Officer'.

Be responsible to for the completion and maintenance of the 'Single Central Record'

Advise and make recommendations on matters relating to human resources, ensuring that the SLT are kept informed of new regulations that may impact the school. Responsible for keeping up to date with HR/ER legislation changes.

Liaise with Local Authority Human Resources and Employee Relations Officers to ensure all personnel procedures are correctly adhered to.

Manage the Local Authority's staff absence procedures alongside senior colleagues.

Deal with staff requests for Leave of Absence.

Give support and advice to staff regarding employment queries.

Deal with generalist HR routines, including, but not exhaustive to, recruitment, colleague contracts, absence, well-being, disciplinaries, capability, staff holidays and training.

Complete the paperwork for all formal meetings with staff, including disciplinary, absence, performance and capability meetings.

Facilities Management

Oversee the work of the Site Manager, Site Team and Cleaning Supervisor.

Advise and make recommendation on the management of school facilities.

Liaise with facilities personnel to resolve opportunities that are reported and act to resolve the problems.

Liaise with appropriate representatives regarding issues relating to the school premises, including refurbishment and repair.

To project manage any facilities related programmes that the school develops and secures.

Assist Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times.

Health and Safety

Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required.

Act as Health and Safety Co-ordinator and Fire Officer for the school.

Co-ordinate Risk Assessments for fire, health and safety and first aid.

Carry out regular fire safety drills to ensure that staff, students and visitors are able to evacuate the buildings promptly and safely.

Provide an overall lead on the purchase, deployment, staff driver training and maintenance of the school minibuses in conjunction with other staff.

Maintenance of the schools 'Property Log Book', ensuring all legal and compliance routines are undertaken.

Responsibility for the schools 'Emergency Plan', including Lockdown and Fire policies.

Performance Management of Support Staff

Co-ordinate the setting and review of support staff performance targets, ensuring principles of rigour, consistency and fairness are adhered to.

General

Be an active member of the Senior Leadership Team (SLT) and attend relevant governing body meetings to present reports.

Contribute to the School Improvement Plan – involvement in devising, costing, implementing and monitoring.

Contribute to the planning and running of staff training, including running staff training sessions where appropriate.

Plan own work to ensure defined objectives are met.

Ensure all tasks are carried out with due regard to Health and Safety.

Undertake appropriate professional development, including adhering to the principle of performance management.

To adhere to the ethos of the school:

- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.