

SCHOOL BUSINESS MANAGER - JOB DESCRIPTION



Post: School Business Manager

Responsible to: The Headteacher

Job Purpose:

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.
2. 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.
3. 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 improvement plan.
4. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and IT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

1. Strategic Leadership and Management

Resources

- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Produce timely and fully costed proposals, ensuring they are sustainable through long-term (three-year) financial plans.
- Ensure an effective link between the school financial plan and the school improvement plan – necessary to achieving the SFVS and sustainable school improvement.
- Understand the implications of government policies and educational trends and developments.
- Plan for and implement new initiatives.

Management

- Provide strategic support to the Headteacher and governing board on all aspects of school business management.
- Manage the disciplines of finance, human resources, ICT, estate management, whole-school administration and marketing as required.
- Lead, alongside SLT, in the training and development of the increasing number and diversity of support staff in schools.
- Ensure teaching and support staff work effectively together.
- Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the LA, the voluntary sector and national/regional organisations such as the police and health service.

Risk Management

- Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts.
- Develop a detailed disaster recovery plan.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times.
- Manage all aspects of school business management in a sustainable and eco-friendly manner.

2. Finance and Managing Resources

Resource Management

- Prepare the annual estimates of income and expenditure for approval by the Headteacher and governors.
- Obtain agreement of budgets and monitor them against accounts.
- Prepare regular management accounts for budget holders and report on the financial state of the school to the governors.
- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school.
- Ensure the school uses the SFVS accreditation as a means of self analysis.
- Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
- Manage the school accounting function effectively to agreed procedures, and maintain those procedures by conducting at least an annual review.
- Monitor all accounting procedures and resolve any problems, including:
 - ordering, processing and payment for all goods and services provided to the school
 - operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - maintaining an assets register, preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- Prepare the final accounts.
- Provide detailed management accounts for the governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- Provide a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates.
- Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
- Maximise income generation within the ethos of the school.
- Ensure best value principles are adopted.
- Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations.

Procurement

- Secure bid-based competitive funds by effective use of bidding systems and contacts.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Purchase, either directly or indirectly, the school's energy supplies.
- Arrange school facilities to include:
 - catering
 - cleaning
 - bookings for school facilities
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school.
- Implement the approved insurances, and handle any claims that arise.

3. Human Resources

Personnel issues, support staff management and development

- Take responsibility for general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.
- Alongside the Headteacher, source advice for governors on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.

- Provide leadership and guidance for some support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, midday supervisors, for example.
- Manage the recruitment, professional development, appraisal and training of all support staff in line with above.

Contracts Administration – managing employment contracts

- Oversee all staff contracts and coordinate the administration of staff recruitment.

Advising on Employment Law

- Using LA model policies and advice from HR, advise governors on the policy needed to comply with legislation in areas such as employment protection and equal pay and the implementation of these policies in school.
- Formulate, monitor and implement the school's safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- Act as the school's health and safety coordinator and fire officer.

4. Estate Management

Premises and Health and Safety Management

- Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Oversee the supply of lighting, heating, domestic hot water, cooking, ventilation, water, energy conservation, etc.
- In cooperation with the fire service, to manage the installation and maintenance of equipment for protection against, and escape from, fire.
- Initiate and keep records of regular fire practices and alarm tests.
- Ensure emergency procedures are current and timely.
- Manage the security of the school site.
- Manage the upkeep of playing fields, gardens (i.e, through Grounds Maintenance)
- Oversee the purchase, repair and maintenance of all furniture and fittings.
- Know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities.
- Know the elements of fire safety and the associated risks to the school through the process of risk assessment.

Letting and Risk Assessment

- Manage the letting of the school premises to outside organisations, and the development of extended schools activities, with particular reference to the local community.
- Support the Headteacher and governing board in obtaining tenders, obtaining planning permission, and liaising with building contractors and architects.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- Be aware of the importance of an emergency plan and its place within the management procedures of the school.

Loss Prevention Strategies

- Know the elements of a comprehensive emergency plan and to action the plan responsibly if necessary.
- Implement risk management and loss prevention strategies to reduce insurance costs.

5. Whole school administration

IT service and digital equipment

- Manage the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones.
- Manage the school's administrative and financial computer network systems.
- Oversee management information systems.

- Act as system manager for the administrative computer network and curriculum network if appropriate.
- Provide for the preparation and production of all school records and publications.
- Ensure maintenance/upkeep of pupil records including those for the assessment process.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- Obtain the necessary licenses and permissions, and ensure their relevance and timeliness.

Relationship Management

- Act as a bridge to facilitate closer working relationships between teaching and support staff; and develop school policies for working with contractors and other outside agencies.

6. Marketing and Liaison

- Ensure effective liaison with other schools. For example by linking to a learning network and accessing training on a group basis to reduce costs and or improve accessibility and delivery.

7. Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from Keeping Children Safe in Education and working together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- To understand and implement safer recruitment practises, pre-employment checks and the DBS

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head.

PERSON SPECIFICATION

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none">• A degree or other relevant qualification – ideally in accountancy, business management or related discipline.	<ul style="list-style-type: none">• A recognised finance or school business management qualification.• Health and safety training.• Safer recruitment training.
Experience	
Essential	Desirable
<ul style="list-style-type: none">• Leadership and management experience.• Managing budgets, financial reporting and procurement.• HR and recruitment experience.• Experience of using management information systems.	<ul style="list-style-type: none">• Previous experience as a SBM.• Facilities management.• Working with children and/or young people.• Working in a strategic role in public or educational sector.
Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none">• Ability to present a wide range of specialised information to both school staff and others (verbal and written).• Excellent IT skills with a sound knowledge of software packages, such as Microsoft.• Effective interpersonal skills.• Ability to prioritise, plan and implement appropriately.• Ability to build positive and professional relationships with a wide range of people.	<ul style="list-style-type: none">• A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.• Experience of applying for school grants, fundraising and submitting bids.• Knowledge of H&S policies, codes of practice and legislation• Working knowledge of payroll software.• Understanding of Schools Financial Value Standard (SFVS).
Personal traits	
<ul style="list-style-type: none">• Committed to promoting high-quality care to pupils.• Dedicated to promoting own professional development and that of others in their team.• Able to plan and take control of situations.• Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda.• Capable of handling a demanding workload and successfully prioritising work.• Professionally assertive and clear thinking.	