

School Business Manager Job Description

Post title	School Business Manager for the Federation
Salary and grade:	Grade (job evaluated)
Line manager/s:	Executive Headteacher
Supervisory responsibility:	To oversee the work of the finance team, administrative team, site management and all other relevant staff.

Main purpose of the job:

- The School Business Manager (SBM) is the school's leading support staff professional and works as part of the Federation Senior Leadership Team (SLT) to assist the Executive Headteacher and Heads of School in their duty to ensure that the schools meets their educational aims.
- To provide professional leadership & management of school support staff in consultation with the Executive Headteacher and Heads of School to achieve the highest standards of learning & achievement across the Federation.
- To play a significant role in the design, implementation and evaluation of the Federation's strategic plans in terms of Finance, Resourcing and Premises Management.
- To provide high standards in the administrative function of the Federation ensuring the most effective use of resources to support the Federation's learning objectives.
- To advise the Leadership of the Federation on all financial delegation matters & to be accountable for all administrative procedures.
- To create opportunities for the Federation to maximise its resources & create funding opportunities.
- To have responsibility and manage the financial, administrative, facilities, health & safety aspects of the Federation.
- To undertake any such activities deemed suitable by the Leadership of the Federation commensurate with grade & experience.

Leadership & Strategy

- Attend and inform meetings of SLT, full governing body and appropriate governors' sub-committee as required.
- Provide information to the Executive Headteacher, Heads of School and Governing Body on best practice nationally regarding school business management based on investigation and research.
- Inform and influence strategic decision making within the Federation's SLT.
- In the absence of the Executive Headteacher take delegated responsibility for financial and other decisions under the direction of the Heads of School and governing body.
- Support the SLT with the management of change in accordance with the Federation's strategic plan.
- Take a lead role in marketing and promoting the Federation of Schools.

Financial Resource Management

- Manage financial administration procedures.
- Ensure detailed and up-to-date knowledge of all financial matters pertaining to the Federation.

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- Evaluate information and consult with the SLT and governors to prepare a realistic and balanced budget for each school's activity.
- Work with accountants to ensure effective financial management in all areas of the private budgets.
- Plan and submit the proposed budget to the Executive Headteacher, Heads of School and governors for approval and assist the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Comply with the implementation and development of financial policies within the Federation of schools.
- Identify additional finance required to fund each school's proposed activities and maximise income through lettings and other activities.
- Monitor, assess and review contractual obligations for outsourced school services and use of site(s) by external bodies.
- Work effectively with others to support bid writing within the Federation, presenting 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.
- To ensure that purchasing processes are efficient, effective, compliant and provide best value at all times.

Administration Management

- Manage the Federation's administrative function liaising closely with the Office Managers.
- Design, develop and maintain efficient administrative systems that deliver outcomes based on the school's aims and goals.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Use data analysis, evaluation and reporting systems 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 other DfE agencies as required.

Management Information Systems & ICT

In support of school management based systems, alongside the Executive Headteacher, Heads of School and IT leads as delegated:

Work alongside the external IT provider to:

- Consider approaches for existing use and future plans to introduce or discard technology in the schools.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the schools have a strategy for using technology aligned to the overall vision and plans for the schools, ensuring value for money.
- Communicate the strategy and relevant policies, including data protection, for use of technology across the schools.
- Ensure contingency plans are in place in the case of technology failure.

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- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

- Manage the payroll services for all Federation staff and associated services.
- Ensure the Federation equality policy is clearly communicated to all staff across the Federation.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- As delegated, manage recruitment, appraisal and development for admin and other support staff as appropriate.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- 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 each 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.
- Develop, maintain and manage productive relations and engagement with other agencies as required such as peripatetic music staff.

Health & Safety (in conjunction with the Caretaker)

- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the Federation's written health and safety policy statement is clearly communicated and available to all people.
- Ensure the health and safety policy is implemented at all times, is 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 SLT, governors and where appropriate the health & safety executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- In liaison with the SENDCo, oversee that statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

Premises (in conjunction with the Caretaker and Site Manager)

- In conjunction with LA Property Services create and implement a works plan for each school in the Federation.
- Alongside the Caretaker and Site Manager monitor the implementation of the works plan and report progress to EHT and Governing Body.
- Liaise with the Premises Governor assisting in monitoring of the premises works log
- Ensure training of site management teams is current, compliant and relevant to the roles.

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General

- Comply with and assist with the development and implementation of policies and procedures relating to all safeguarding processes, including, but not exclusively: child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Federation, including training and performance development.

Principal Contacts

- Dealing with the general public, educational support services, external contractors, governors, parents, pupils, classroom teachers and non-teaching staff and all other relevant contacts.

Signature of post holder:

Date: / /

Signature of line manager:

Date: / /

This job description sets out the main duties of the post at the date this was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the job

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