

Job title	School Business Manager
School	West Earlham Infant School
Grade	Scale H
Reports to	Head Teacher
Responsible for	Administration support staff, caretaker, cleaners, Midday Supervisory Assistants and Early Start Club

Job purpose
<p>The School Business Manager is a pivotal post which provides high quality management, guidance, advice and administrative support to the Senior Leadership Team in determining the strategic direction of the school.</p> <p>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.</p> <p>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.</p>
Overview/Context
<p>The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/F Facility & Property Management/ Health & Safety Management of the School.</p>

Principal Accountabilities
<p>1) <u>Strategic Leadership and Management</u></p> <ul style="list-style-type: none"> • To be responsible for the development, planning, delivery and monitoring of support services to the school, its teachers and pupils. • To plan, develop and evaluate personnel arrangements within the school and in particular recruitment, induction, support staff appraisal, contract administration, and staff absence control. • To be responsible for the overall management of school buildings, facilities, including the premises and site, and such management to include contract management and negotiation, purchasing and supplies, premises/site development and maintenance. • To lead, manage and guide support services staff in the school – administrative, financial, catering, premises and cleaning. • To maximise the value the school obtains from contracts, assets, gifts and income/fundraising by negotiation and sound management. • To develop and organise the support systems and services of the school which directly contribute to the effective management of the school, including development of management information and data, with particular emphasis on developing the finance system including the introduction and management of robust internal controls. • To monitor and review all statutory and non-statutory school policies, ensuring a robust

review cycle plan is in place

2) Financial Resource Management

- Take delegated responsibility for financial and other decisions within the areas of management responsibility
- To plan, monitor and evaluate the school budget in consultation with the Head Teacher, external Financial Support Advisor and Governors.
- To plan and monitor a realistic and balanced three-year budget within the required timescales, which supports the School Improvement and Development Plan.
- To prepare for approval by the Governors the annual estimates of income and expenditure.
- To obtain agreements of budgets and to monitor accounts against budgets.
- To prepare regular budget control reports for budget holders and to report on the financial state of the school to the Governors.
- To prepare original and subsequent revisions to the budget detailing for Governors possible risks/issues and possible solutions to ensure a balanced budget is maintained where feasible.
- Advise SLT on budgetary implications and costs with a view to supporting a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Undertake the first check on all financial documentation (month end reports, staff monitoring, invoices for payment etc.), investigating any significant anomalies /discrepancies before passing on to the Headteacher for approval.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To ensure Best Value principles in regular review and procurement of facilities including Service Level Agreements, contracts, and subscriptions, implementing cost down initiatives where necessary
- Use financial information, especially benchmarking tools, to assess trends and opportunities for improving efficiencies.
- Lead on the financial and support services element of the Schools Improvement and development plans and or other improvement plans affecting the site
- Ensure financial procedures are managed commensurate with government, DfE and local authority guidelines, as well ensuring adherence to the Schools Financial Value Statement (SFVS)
- Develop and lead on school fundraising and income strategy, choosing fundraising priorities in line with the school's improvement and development plan.
- Fulfil audit requirements, internal and external inline with LA requirements
- Ensure an up to date asset register is maintained and updated
- To update any relevant policies on an annual basis.

3) Administration Management

- To line manage 3 administrative staff.
- To be responsible for the systems and general management of the school's administrative

and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems which ensure best value for public finance.

- Prepare, manage and regularly review a detailed Business continuity and critical incident plan for the school
- To manage, deal with and undertake; where relevant, administrative, secretarial, word processing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the school.
- To delegate all other matters of an administrative nature which may arise
- Complete statutory returns for the local authority and government departments including but not limited to the completion of the SFVS
- Ensure the admin team work with SLT on the collection and presentation of pupil test data and use appropriate tracking systems.
- To ensure a quality desktop service to produce high quality promotional documents and materials for curriculum support and pupil assessments
- Keep an up-to-date record of Safeguarding, First Aid and food hygiene training, and ensure that the school's training needs, and the training needs of individuals are met
- To act as the lead member of staff on all matters of GDPR, ensuring all policies and procedures are in place and adhered to, reporting to the DPO and IOC as required
- To update any relevant policies on an annual basis.

4) Human Resource Management

- To be responsible for the recruitment and management of administrative, premises, Midday Supervisory Assistants (MSAs) and Early Start Club (ESC) staff, overseeing any relevant paperwork related to interviews, references and safeguarding checks.
- Line manage administrative, premises, MSAs and ESC staff, including the establishment of work programmes, setting work priorities and resolving problems as required. Undertake performance management and assisting in the identification and addressing training and development needs.
- Ensure the schools application of Human Resource policies and procedures comply with statutory requirements and employment law, specifically The Equality Act of 2010
- Manage and implement the school's induction procedures and policies for all new members of staff, ensuring these procedures are effective, kept up-to-date and include the school's safeguarding policies.
- To be responsible for implementing, developing and updating the schools staff handbook, circulating to all staff on an annual basis
- To be responsible for co-ordinating support staff performance reviews, ensuring they are conducted by relevant line managers in the relevant timescales.
- Monitor staff absence and prepare reports for the head teacher and governor's Personnel Committee as required.
- Support SLT in the deployment and restructure of staff teams as required
- To update any relevant policies on an annual basis.

5) Facility and Property Management

- To line manage 1x Caretaker and 5x cleaners.
- To be responsible for implementing, developing and managing an up-to-date, strategic plan for the maintenance and improvement of the fabric of the school and to lead on the planning and implementation of capital and refurbishment projects.
- Liaise with the Headteacher to manage the caretaker, in prioritising the work around the school in accordance with the School Development Plan and annual Premises Maintenance Plan.
- Ensure periodic and regular inspections are carried out, and that all statutory and non-statutory inventory checks are undertaken, and appropriate records of furniture and school equipment are maintained, authorising and organising repair and replacement as and when necessary.
- To oversee the negotiation, management, evaluation of building and maintenance contracts and site developments, specifically the school's participation in BMP 5
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out of school use, with particular reference to the local community
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- To provide cover for the caretaker during periods of absence, being responsible for locking up the school and ensuring site security
- To update any relevant policies on an annual basis.

6) Health and Safety

- To act as the Schools designated Health and Safety officer (including fire), ensuring the adequacy of Health and Safety Procedures (including First Aid and Fire Prevention) and systems for effectively monitoring, measuring and reporting on issues.
- To act as the schools designated Level 1 Tree Inspector, ensuring regular inspections and risk assessments of all trees on site in line with Norfolk County Councils Tree Safety Management Policy
- To implement risk/benefit management and loss prevention strategies in the school in order to reduce insurance costs and in the management of any third part contracts
- To be responsible for the installation and maintenance of equipment for protection against escape from fire.
- To ensure records are kept of and to initiate regular fire practices and alarm tests.
- Be responsible for ensuring emergency procedures are current and timely.
- Ensure systems are in place to enable the identification of hazards, ensuring all statutory and non-statutory risk assessments are reviewed on an annual basis as a minimum
- To understand, update and manage the schools Business Continuity and Critical Incident Planning Strategy, operating the elements linked to the resource management responsibility
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to SLT, Governors and LA via OSHENS; and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school

- To update any relevant policies on an annual basis.

7) Management Information Systems & ICT

- To support SLT and ICT lead in developing and implementing an effective ICT Strategy for the school
- To consider approaches for existing use and future plans to introduce or discard technology in the school; consulting with SLT, relevant teaching staff and other parties to introduce new technology or improve existing technology for different purposes
- Ensure best value in ICT procurement.
- Manage the ICT support SLA to develop and organise effective support systems which directly support teaching and learning.
- Ensure the school's web site is up to date and meets all statutory requirements
- Ensure contingency plans are in place in the case of technology failure
- To update any relevant policies on an annual basis.

8) Compliance

- Implement, manage and review all school policies and procedures, ensuring all statutory policies are in place and reviewed in accordance with the recommended timeframes
- Monitor and report on the school's compliance with regard to GDPR including reporting data breaches to DOP and where necessary the ICO.
- Ensure all necessary licenses and permissions are obtained, ensuring their relevance and timeliness

9) Governors

- To prepare and present reports relating to finance, staffing and premises development.
- To attend FPP and FGB governors' meetings

10) School Marketing

- To raise the profile of the school in the local community by ensuring effective marketing, promotion and communication.

Other Responsibilities

Educational visits

- To be the schools designated Educational Visits Coordinator using the Evolve system

Early Start Club

- To line manage 3x ESC members
- To be responsible for the development of an effective and efficient breakfast club, including stock control management and contract management with external provider

Catering Provider

- To be responsible for the development of an effective and efficient contract catering

provision, ensuring food standards and health and safety are maintained at all times.

- To maintain an overview of quality and standards of provision as well as best value.

Lunchtime

- To line manage 6 x MSA staff
- To ensure appropriate play equipment safety and routine maintenance via termly Risk Assessments
- To oversee contract management of external lunchtime activity professional ensuring all children can access high quality lunchtime provision

After Schools Club

- To ensure there is a breadth and depth of after school's clubs offered across a wide range of skills covering all age groups
- Ensure compliance to the grant conditions in relation to after school clubs

School Calendar Management

- To have an oversight of the school's calendar, managing bookings and events as well as managing the allocation of Subject Leader Time, Supervision, Pupil Progress meetings etc

For role is regarded as being in regulated activity with respect to children. This post will require an enhanced DBS check with barred list.

Person specification		
Qualifications	Essential (✓)	Desirable (✓)
NVQ level 4 or equivalent level qualification and/or substantial recent experience of working in a comparable role.	✓	
Supervisory and/or Management qualification. CSBM or DSBM		✓ ✓

Knowledge/Experience		
Significant experience of working as a successful leader, either in an education environment or a medium to large corporate organisation	✓	
Proven project management skills either in an education environment or a medium to large corporate organisation	✓	
Sound financial management skills, with significant relevant experience	✓	
Experience of understanding complex financial information, managing budgets successfully and ensuring financial propriety within organisational procedures and current legislation.	✓	
Experience of using management information systems	✓	
Experience of HR and line management.	✓	

Ability to plan, organise and manage a complex workload working under pressure and to tight deadlines	✓	
High levels of competency in using ICT including all Microsoft Office software	✓	
Proven experience of facilities and premises management	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Previous experience as an SBM		✓
Understanding of effective principles for fundraising and grant writing		✓
Extensive experience in successful change management.		✓
Aptitudes/Behaviours		
A positive, can do, approach	✓	
An efficient and organised nature	✓	
Excellent verbal and written communication skills	✓	
Excellent time management and organisation skills	✓	
Flexible approach towards working practices	✓	
The ability to work both as part of a team and independently	✓	
A commitment to equal opportunities and empowering others	✓	
The ability to maintain successful working relationships with other colleagues	✓	
For roles understanding regulated activity with respect to children, you must include a specific reference to suitability to work with children or other vulnerable groups. This should include the level of Disclosure and Barring Service checks to be undertaken.		
General information <ul style="list-style-type: none"> The job description details the main outcomes of the job and will be updated if these outcomes change. All work performed/duties undertaken must be carried out in accordance with relevant County Council and School policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns. Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. 		

Declaration	
The information in this job description is accurate and reflects the requirements of the role.	
Line manager signature:	
Position:	
Date:	/ /