

NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title:	School Business Manager
Job Reference:	SCH004S (JE Ref B/SCH/600S)
Grade/Scale:	G13 PP32-35
Hours/FTE:	37 hours per week /Term Time plus 4 weeks
Responsible to:	Headteacher

Main Purpose of the Job:

Supporting the Headteacher and Governing Board in the Strategic and Operational leadership of the School through leading and advising on matters relating to Finance, Resources, Premises, Staffing, Health and Safety, Administration and GDPR. Ensuring School, DCC and National Policies and strategies are adhered to and implemented.

Main Duties and Responsibilities:

Leadership

- To contribute to the School Improvement Plan and ensuring the Plan is appropriately financed, monitoring progress towards agreed goals and targets.
- To take a lead role in financial decision making.
- To work as part of the Senior Leadership team to ensure the smooth running of the School on a day to day basis.
- To act as link to the Governors Finance, Staffing and Premises Committee
- To lead the Finance, Premises and Administrative Support Functions.

Finance

- To ensure the financial policy and financial records are fully implemented and the school's financial policies are communicated and adhered to, ensuring compliance with financial regulations and Audit.
- To be responsible for setting and managing the school budget providing financial information and advice to the Headteacher and Governing Board.
- To maintain a strategic financial plan that will reflect trends and requirements of the school improvement plan and will forecast future year budgets.
- To monitor and report on the Budget, developing strategies for best value and advise the Governing Board accordingly.
- To complete the annual Schools Financial Value Standard.
- To develop Financial Systems to support the effective running of the School.
- To keep abreast of funding streams and grants and make appropriate bids to benefit the environment and learning opportunities within the school.
- To support and advise staff with delegated budgets to manage these budgets.

Premises Management

- To appraise, organise and manage all aspects of premises improvement projects.
- To ensure a safe and secure environment for all of the stakeholders of the school.
- To ensure the effective maintenance and operation of the school
- To ensure the continuing availability of utilities, site services and equipment.
- To monitor, assess and review contractual obligations and outsourced services.
- To develop and monitor the school's lettings for optimisation of service.

Human Resource Management

- To develop clear and transparent policies and procedures for support staff including performance management, working hours, training and absence.
- To commission procure and manage external services required for HR/payroll function of the school.
- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to HR services as necessary
- To ensure that all staff appointments and amendments to staff contracts and pay are advised to HR in a timely fashion
- To develop and manage the recruitment process for all staff.
- To ensure safer recruitment processes are in place, to include all pre-employment checks are carried out as required
- To ensure that all recruitment, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements, advising senior leaders and governors accordingly.

Health and Safety

- To develop, monitor and evaluate the School's health and safety policies and practice ensuring they meet national regulation and guidance.
- To develop and manage the Educational Visits Risk Assessment practice and policy.
- To ensure the School adheres to national advice and practice regarding Health and Safety issues including risk, fire control, safe systems at work and medical aid.
- To carry out risk assessments and completion of associated records, responding as appropriate, in order to maintain a safe environment.
- To liaise with H & S officials as required;
- To ensure the completion of H & S testing as required e.g. fire drill, water hygiene testing, PAT testing.
- To manage external contractors, ensuring they adhere to and recognise that they must meet all relevant conformities, certification and health and safety required by law and the Local Authority.

Data Protection

- To be the named Data Lead in relation to Data Protection and GDPR for the School.
- To develop, monitor and review policies and practice to ensure General Data Protection Regulation (GDPR) compliance.
- To ensure self-evaluation of process and practice and develop collaborative audit with other Schools.

Administrative Support

- To ensure effective and efficient administrative support systems and procedures are in place to support the operation of the school.
- To develop, monitor and manage all administrative policies and procedures.

Line Management Responsibilities

- To be responsible for ensuring effective line management is in place for all support staff
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- To manage support staff attendance and leave to ensure a continuous service throughout the year.
- To manage the support staff appraisal scheme and review training requirements.
- To monitor the effectiveness of the support staff establishment to meet the needs of the school, reviewing the Support Staff structure and job descriptions on an ongoing basis, to ensure it is 'fit for purpose'

Joint responsibilities of the School Leadership Team

- To act as a full member of the School's Leadership Team
- To participate in the SLT Duty rota , to include gate duty, break and lunchtime duties and after school bus duty
- To be part of the on call and Seclusion rota as required
- To respond effectively and efficiently to staff, students and parental concerns.
- To attend SLT meetings
- To attend Governor meetings as required or when requested
- To support governor activities

General Responsibilities

- Be aware and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To participate in training (internal or external) and other learning activities as required
- To participate in the school's Performance Management (Appraisal) process
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school at events as appropriate
- To support and promote the school ethos
- To ensure any documentation produced is to a high standard and is in line with the brand style
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher
- To contribute to the overall ethos, vision and aims of the school.
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject to review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: