



**Job Title** School Business Manager  
**Reporting to:** Head of Primary  
**Location:** Nishkam School West London, 152 Syon Lane, Osterley, Hounslow, West London, TW7 5PN

Nishkam School West London is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

We have an opportunity to appoint somebody to a role that is vital in ensuring that the smooth running of the school and due to its public-facing nature, is key to our reputation.

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To be directly responsible for the strategic and operational management of the school administration, health &amp; safety and site management within the school.</li><li>• To support HR/Finance procedures driven centrally by the Trust.</li><li>• To line manage and performance manage administration, site management staff &amp; SLA partners through overseeing the day to day running of these teams.</li><li>• To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team.</li><li>• To manage the financial, personnel, and site management aspects of the extended schools provision and lettings within the school.</li><li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li></ul>
<b>Financial and Business Management</b>	<ul style="list-style-type: none"><li>• To follow finance procedures outlined centrally by the Trust and oversee the completion of financial administrative tasks.</li><li>• To be responsible for the management of income generation, including management of school lettings fundraising initiatives and bidding for grants.</li><li>• To support the Trust in negotiating new contracts/SLAs e.g. with cleaners, caterers, lettings, buildings maintenance engineers.</li><li>• To seek advice and support SLT on salary, sickness, maternity and paternity procedures, redundancy, capability and disciplinary issues from central Trust HR services.</li><li>• To ensure the level of pupil numbers in the school is maximised to maintain the school's income.</li><li>• To monitor the progress and quality of work teams and individuals for who the post holder has specific responsibility and provide prompt and constructive feedback.</li><li>• To oversee and ensure an inventory of all school equipment is maintained in liaison with the Trust.</li></ul>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>• To follow HR procedures outlined centrally by the Trust and oversee the completion of related HR administrative tasks.</li><li>• To provide leadership, induction and guidance for administrative and site staff, including direct line management responsibility where appropriate and identifying training needs.</li></ul>

	<ul style="list-style-type: none"> <li>• To oversee the monitoring of staff absence and support relevant managers to undertake return to work interviews.</li> <li>• To oversee the maintenance of confidential staff records, and to ensure that data protection procedures are adhered to across the school.</li> <li>• To oversee that all relevant returns are submitted accurately and efficiently.</li> </ul>
<b>Site Management</b>	<ul style="list-style-type: none"> <li>• To be responsible for all health and safety aspects within the school.</li> <li>• To manage the Site Team in prioritising the work around the site in accordance with policies and maintenance/development needs.</li> <li>• To be responsible for managing, in conjunction with the Site Manager, any annual maintenance programmes, site repairs, site security, risks assessments and safe working practice for the school (including lettings/extended school provision).</li> <li>• To be overall responsible for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.</li> <li>• To monitor and manage the effectiveness and quality of service that SLA partners (cleaning, catering, IT etc) are providing the school .</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.</li> <li>• To ensure that all relevant risks assessments and paperwork is carried out for school trips and all monies collected.</li> <li>• To be responsible for devising marketing and promotional strategies for the school including preparation for all school events (open days, curriculum evenings, parent consultation meetings etc.)</li> <li>• To develop and oversee the maintenance of relevant management information systems (Bromcom).</li> <li>• To contribute to the development and implementation of the overall ethos/work/aims of the school.</li> <li>• To develop constructive relationships and communicate with other agencies/professionals.</li> <li>• To participate in training opportunities and professional development as required.</li> <li>• To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.</li> </ul>

## Person Specification

### Qualifications

- NVQ Level 3 or evidence of working towards a relevant discipline
- Minimum GCSE (or equivalent) Maths and English at grade A-C

### Professional Development

- Recent professional development relevant to the role
- Evidence of further professional training

### Experience

- **Significant education setting experience** working in a relevant HR and/ or Administrative management role.
- Full working knowledge of relevant policies/ legislation
- Knowledge of Microsoft office including Word & Excel
- Proven experience in School HR including the development, management and operation of HR systems
- In-depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMs systems for financial and recruitment procedures

### Skills / Abilities

- Ability to manage the school's administrative and financial systems
- Ability to manage, lead, organise deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Principal /Governing Body and possess high-level decision-making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills
- High level of accuracy and attention to detail
- Ability to prioritise, plan and organise
- Ability to manage a variety of competing priorities and meet deadlines
- Advanced skills to use and manage ICT systems and resources effectively

### Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively
- Show initiative and self- motivation
- Show commitment to a clear and shared vision for an effective organisation
- Show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups
- Highly motivated with high expectations, a positive attitude and a good sense of humour
- The ability and willingness to work in partnership with other members of the School team
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

### Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development

- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities