**Queensway Primary School**

**Job description: School Business Manager**

Queensway School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Role: School Business Manager (SBM)

Reports to: Headteacher

Start Date: As soon as possible

Hours: 30 hours a week (4 days per week), 42 weeks a year (term time only + 4 weeks)

Grade: NJC Grade 12 (Point 35-38) pro-rata

# **Main purpose**

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively, efficiently, and thus enables other members of the Senior Leadership Team (SLT) to focus on teaching and learning.

The role is one of a lead professional and, as such, will be a key member of the SLT. The post holder will be expected to participate in activities and initiatives across the school. The role will involve leading and developing the school’s support staff teams to become self-sufficient and accountable for their own outcomes. As such, the SBM will appreciate and recognise the needs of all our children and work to achieve the highest outcomes for the learners at the school.

**Key Responsibilities**

* **Leadership** - Provide strong and innovative leadership in all aspects of the role including strategic direction, change management and operational effectiveness.
* **Finance** - Ensure the effective management, reporting and recording of the school’s finances, including budget planning, monitoring, control and communication of financial information for decision-making.
* **HR** – Work with HR advisors and the school to ensure regulatory and legal compliance. Manage the administration of HR and payroll system to ensure the smooth operation of all HR and payroll functions. Assist leaders in the management, support and development of all school staff to maintain a stable and effective workforce who work towards the delivery of the school’s vision and School Development Plan priorities.
* **Support Services** - Lead, develop and coordinate support services, or specialist function(s), to support outcomes for pupils across the school by providing high-quality solutions to meet service requirements. Oversee and lead admin functions of school incl. data management and ICT provision.
* **Premises** - Manage the Site Team and support them to create a safe and inspiring workplace for all children and staff. Assess the needs of the school to ensure that use of existing accommodation is optimised and areas for development identified as early as possible. Ensure that at all times, the school remains compliant with the appropriate Health and Safety standards.
* **Marketing and Promoting the school**- Lead and develop the school’s public image and reputation as ‘the school of choice in Banbury.’

**Leadership & Strategy**

1. Be responsible for line-managing the administrative team and the premises team. Working with the Headteacher, they will be responsible for carrying out long-term resource planning and managing recruitment, appraisal and professional development.
2. Under the direction of the Headteacher, lead on all financial matters in school to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals.
3. Carry out a range of complex, sensitive and confidential duties.
4. Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
5. Take all decisions in line with the vision and values of the school, providing an exceptional service for children and their families, and encourage others to do the same.
6. Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing.
7. As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate.
8. Ensure alignment with overall school strategy and vision – report to and work collaboratively with the Headteacher.

**Financial Management, Procurement & Fundraising**

1. In partnership with the Headteacher, prepare and submit the annual budget to Governors and OCC, ensuring it is balanced, realistic and represents an effective use of public funds.
2. Monitor and manage the school’s annual budget, advising the Headteacher where revisions or changes are needed.
3. Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.
4. Prepare and submit termly management reports to the Governing Body.
5. Support internal and external audit processes.
6. Oversee the management of the school’s cashless payment system to ensure debtors are kept to a minimum.
7. Oversee school bank accounts.
8. Manage banking processes and ensure accurate records are maintained.
9. Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
10. Support fundraising initiatives/applications and identify grant opportunities.
11. Lead on procurement processes, managing quotes and tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
12. Manage the school’s lettings offer.
13. Ensure the effective and efficient operation of all finance functions, delegating tasks to the admin team where appropriate.

**Human Resources & Payroll**

1. Manage the school’s payroll provision with the payroll provider.
2. Provide advice and resolution for payroll and pension related staff queries.
3. Lead on HR issues within school and liaise with the external HR provider.
4. Have detailed knowledge of the School and OCC HR policies and assist school leaders in their implementation and compliance.
5. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered consistently and in accordance with employment law / external HR advice.
6. Ensure that safer recruitment processes are in place and that the SCR and DBS records are kept up to date.
7. Work with the Headteacher to review the school’s staffing structure to ensure effective deployment/recruitment strategy and explore options for efficiency.
8. Influence and fully understand the recruitment, selection and induction processes. Inform and challenge senior leaders to ensure they also understand them and are fully engaged with the processes in place.
9. Create a climate in which multi-disciplinary teams collaborate to provide effective and responsive support services.
10. Keep accurate and appropriate records of HR-related issues including grievance, absence management, underperformance, and disciplinary practice.
11. Comply with and promote safeguarding arrangements.

**Support Services (including Admin/ICT)**

1. Keep records in accordance with the school’s retention schedule and data protection law, ensuring information security and confidentiality at all times.
2. Provide administrative support for the Headteacher and SLT.
3. Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.
4. Safeguard and promote the welfare of children and staff and follow school policies and the staff code of conduct.
5. Manage, support and develop the admin team to ensure that services are delivered efficiently.
6. Supervise the maintenance and accuracy of manual and computerised records/management information systems (incl. pupil, personnel and finance records). Where applicable, actively initiate and implement changes to meet agreed service standards and support efficient school management.
7. Ensure the fundamental facilities and services necessary for the school to function are maintained to drive sustainability, support teaching and learning excellence, assist in expansion and support community engagement.
8. Engage with internal policy review and externally via participation in professional networks and subsequently draft procedures related to own operational areas.
9. Lead on the admin functions across the school, ensuring service users receive support that meets their needs and review roles and responsibilities accordingly.
10. With the IT technician, review ICT systems in use by the school and contribute to the school strategic plan for ICT to support teaching and learning and business management processes.
11. Research and recommend admin, finance, communication and ICT systems and packages that will support the school’s development.

**Premises & Health & Safety**

1. With the Headteacher and premises team, supervise the maintenance of the school site.
2. Develop and manage an effective asset management system to be able to identify and protect the school resources.
3. Implement and monitor appropriate inspection and quality assurance regimes to ensure that health and safety legislation is complied with.
4. Attend Resources Committee meetings - provide detailed costings and prioritisation lists to enable the school to plan for future development within the Asset Management Plan and budgetary constraints.
5. Have detailed knowledge about the school’s expansion and improvement plans to participate knowledgably in the school’s overall strategy.
6. Monitor capital projects to ensure that they are delivered on time and on cost and with appropriate approval for self-financed projects.
7. Manage the school’s condition survey and with the support of the premises team, identify necessary maintenance works to be costed and planned.
8. Critically assess and review the ongoing maintenance programme and consider options for undertaking necessary repairs/improvements and identify funding opportunities.
9. Implement and monitor procedures to enable reporting of facilities related issues to site team. Ensure actions/responses are logged and managed accordingly.
10. Develop and maintain a disaster recovery / critical incident plan.
11. Manage the school’s compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
12. Ensure the Health & Safety Policy is always implemented and is subject to review and assessment at regular intervals or as circumstances warrant.
13. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors, OCC and where appropriate, the Health & Safety Executive.
14. Develop a school culture in which health and safety are prioritised and inform strategy, planning and decision-making.
15. Enable regular consultation with staff and external stakeholders on H&S issues.
16. Organise health and safety training for staff.

**Marketing & Promoting the School**

* + - 1. To welcome all parents, pupils and visitors to the school and provide them with relevant support and information on all aspects pertaining to the life of the school.
      2. To promote the school to different audiences and raise its profile in the local/wider community.
      3. Liaise with local and national businesses for fundraising and joint projects.
      4. To promote the public’s perspective of the school by helping to organise tours to prospective parents / visitors / prospective staff.
      5. Liaise with and support the work of the PTA.
      6. To provide admin support in maintaining and updating the school website and any other school social media platform.

**Please note that this list of duties outlined below are illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher**