



RIDGEWAY INFANT SCHOOL

Job Title	School Business Manager
Salary Scale	Grade J: Scale Point 36-40
Conditions of Service	Part Time (30 hours per week), all year around, permanent
Responsible to	Headteacher
Leads and Manages	School Office, Finance Administration, Site Manager and Team, Before and After School Club

Job Purpose

The School Business Manager is a member of the Senior Leadership Team (SLT) and is responsible for:

- Overall management of the schools financial, business management, administration, premises, cleaning, catering and wraparound care. This includes the development and effective operation of systems and services within these areas; and their compliance with national and local legislation, guidelines and requirements.
- Organising and managing school finance, including that of its extended facilities, in accordance with the requirements of the SFVS.
- The school's leading support staff professional assisting the Headteacher in his/her duty to ensure that the school meets its educational aims.
- Promoting the highest standards of business ethos and strategically ensures the most effective use of resources in support of the school's vision and aims
- Managing arrangements for external audit, and ensuring that the schools records and administration are carried in accordance with requirements, and advising the governors as necessary.
- Management of supplies, equipment and services.
- Line management of teams of staff falling under the post holders remit including their induction, training, appraisal and absence management e.g. office staff, site/ cleaning staff and out of school club manager
- In conjunction with the Headteacher, manage all day to day public relations issues.
- Actively promote the school in our wider community using a suitable medium to the audience
- Supporting an encouraging the schools ethos and its objectives, policies and procedures.
- Oversee the management of the buildings, grounds and equipment and as act as the school' Health and Safety Co-ordinator and Fire Officer.

Principle Accountabilities

Leadership and Strategy

- Attend weekly Senior Leadership Team meetings and appropriate Governing Body and Committee meetings.
- Negotiate and influence strategic decision making within the school's SLT.
- In the absence of the Headteacher, take delegated responsibility for financial and other decisions.
- Plan and manage change in accordance with the school strategic development plan.
- To lead and manage office, premises, wraparound care staff, including a leading role in their staff meetings and training.
- Be the main point of liaison with external providers (IT Technical Support, Catering, Payroll and HR Advisor etc.)
- To ensure that the school complies with all financial requirements and regulations.

Financial Resource Management

- Evaluate information and consult with the SLT and Governors to prepare a realistic and balanced budget.



- Submit the proposed budget to the HT and Governors for approval and assist the overall financial planning process.
- Discuss, negotiate and agree the final budget.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to relevant people.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future budgets.
- Oversee the work of any brought in Finance/accountancy support services.
- To manage the ordering, processing and payment of all goods and services.
- To ensure that quotes for goods/services are accepted in accordance with financial procedures, applying best practice and highest standard of financial management to optimise value for money and efficiency.
- Oversee the work of the school finance/admin staff ensuring that deadlines are met.
- To manage the correct handling, recording and banking of cash within the school and the operation of the imprest and school bank account.
- Manage the effective purchasing and procurement of services for the school and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services to include: payroll, facilities management, ICT, Insurance, catering, human resource advice, legal advice and other advisory services. Maintain a contracts register.
- Develop work specifications and manage all service contracts, commissions and service level agreements with third parties/private providers ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all times.
- Attend governor resource meetings and provide a written financial report. Attendance at full governing body may be required.
- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- Present and plan for 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 and contracts.
- Oversee the Assets Register ensuring new purchases of value are included in line with the school policy.

Administration Management

- Manage the whole school administrative function and lead all related support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims, values, vision and goals.
- Manage systems and link processes that interact across the school to form complete systems.
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources. Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid disruption.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for DFE, LA and other agencies and stakeholders within statutory guidelines.



Management Information Systems and ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Liaise with LEAD IT (external provider for IT technical support)

Human Resource Management

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- To be the first point of call for staff in relation to any payroll/contractual related issues lining with payroll and HR as necessary.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- To oversee HR administration ensuring that staff complete necessary paper work on time.
- Be familiar with condition of service for all staff.
- Manage the attendance of all staff and take the role of Attendance Manager for a group of identified staff, conducting return to work interviews, making Occupational Health Referrals and/or completing risk assessment where necessary, e.g. stress, pregnancy, injury risk assessment etc.
- Performance manage staff whom the post holder line manages
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your 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, ensure the schedule for review is maintained.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the 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.
- Oversee staff absence insurance claims.

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school service.



- Make recommendation to the Headteacher and Governors on the spending of repairs and capital budgets.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services e.g. catering etc. are monitored and managed effectively.
- Oversee the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written Health & Safety Policy Statement is clearly communicated and available to all people.
- Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assess at regular intervals or as situations change.
- Ensure contractors follow the instruction/request and monitor the duality of their work
- Oversee the aspects of COSHH, Asbestos Management Register, Water checks, Infection Control, electrical testing, ensuring meets all LA and legal requirements.
- 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 Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- Ensure all safeguarding procedures are completed and maintained on school staff, supply staff, visitors and volunteers in line with school policy and oversee the SCR to ensure this kept up to date complete.

Data Protection

- Liaise with DPO and, where necessary to ensure compliance with UK GDPR
- Processing the Data Protection aspect of any new acquisitions regards to apps and platforms
- Reviewing and updating policies, privacy notices, data mapping, retention schedule etc. and upload to the GO-GPDR portal to monitor compliance
- Log breaches and SARS on the GO-GPDR portal
- Support the Headteacher with regards to internal audits e.g. data security on site, cyber security and actions plans
- Embedding Data Protection within the school's training calendar
- Action SARS and FOI requests within the time frame
- Seek advice from the DPO as required

Other Responsibilities

- Safeguard assets and reputation of the school
- Promote and safeguard the welfare of the children and young people that you come into contact with. Be aware of and comply with policies and procedures relating the child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunity for all.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professions



'Together, we will . . . Think Big, Have Fun, Learn More!'

- To undertake such duties as reasonably correspond to the greater character of the post, bring a visible presence within the school, including attending meetings and events as required.
- To undertake any other reasonable duties as determined by the Headteacher.

NOTES

This job description is not necessarily a compressive definition of this post. It will be reviewed regularly and I may be subject to modification or amendment at any time after consultation with the post holder

Name of Postholder:

Signature of Postholder:

Date:

Name of Headteacher:

Signature of Headteacher:

Date: