

Job Description
Business Support Manager (Grade 8)
Business, Finance, Administration and Organisation (Schools)

The post holder will report to the head teacher. The main contacts within this role are other school colleagues, the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies. The School Business Manager is responsible for managing the operation of the business function of the school including:

- Financial Management, including budget management and payroll;
- Administrative and compliance management;
- Human Resources management;
- Catering Management;
- Health and Safety & Premises Management;
- IT infrastructure management.

Main Purpose of the job

The School Business Manager will provide strategic and operational leadership across key areas to ensure the smooth running of all non-curriculum aspects of school life. The role will also provide business and admin support, implementing school wide changes, putting policy and procedure into place. The ability to prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school.

Financial Management

- To manage all the financial operations of the school, including reporting to the head teacher and governors when required.
- To prepare the school's annual budget for submission to the governing body and LA.
- To prepare the annual SFVS for submission to the governing body and LA.
- To be responsible for the administration of financial systems (FMS), including the monitoring of the school's income and expenditure, bank reconciliation, petty cash and preparing documentation for Audit.
- To be responsible for the selection and management and audit of resources ensuring Best Value.
- To be responsible for the accurate submission of payroll information every month.
- To provide organisational and complex advisory support to the Governing Body
- To manage service contracts, including annual Service Level Agreements
- To manage school licences and insurance
- To manage facilities including premises, lettings and associated income, building and projects
- To carry out management of Health and Safety within the school. This includes appraising staff of the appropriate reporting procedures relating to First Aid and accident and to ensure that all records relating to accidents are recorded and submitted to the LA Health and Safety Officer

Administrative and Compliance Management

- To be responsible for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation/management structures in order to meet the needs of the school

- To work collaboratively with all staff and parents in order to support pupil well-being and excellent educational outcomes
- To line manage all administrative staff in school
- To oversee the administration of pupil admissions
- Act as System Manager for the school's computer network (SIMS)
- To act as communications manager, ensuring consistency in all communications to parents and carers through Parent Pay.
- To ensure accuracy and confidentiality of information produced relating to the management and administration of the school
- To act as the Schools Data Protection Officer liaising with the schools GDPR advisors as required.
- To manage the school website and take responsibility for all documentation published.
- To act as the Educational Visits Co-ordinator

Human Resources Management

- To line manage school support staff, including coordination and delegation of relevant activities.
- To be the point of contact for staff absence and arrange cover alongside the Deputy Head.
- To contribute to the development of training programmes / learning opportunities and mentoring for support staff
- To take a lead role in the recruitment of staff and in managing associated employment procedures.
- To ensure all appointed staff are correctly contracted, issuing appropriate documentation and setting up with payroll
- To conduct checks on contracts and payroll for accurate information.
- To carry out all relevant checks for new staff appointments
- To maintain the Single Central Register (SCR), ready for reporting to governors and OFSTED, as required.

Catering Management

- To line manage the catering manager
- To assist the catering manager in devising the school menus
- To oversee the use of School Grid – the meals ordering system
- To assist the catering manager in producing quality meals that meet the healthy schools' guidelines, within a strict budget

Health & Safety and Premises Management

- To line manage the caretaker; monitoring the site record keeping
- To ensure effective cleaning and maintenance of premises
- To be responsible for organising annual Health and Safety checks in school
- To be responsible for Fire Safety and Fire Risk Assessment of the premises
- To be the point of contact for all building related matters, including during the New Build, attending meetings as required
- To ensure site security during periods of closure.
- To complete all necessary Risk Assessments as required

IT Infrastructure Management

- Maintain the asset register for all IT related equipment in school

- Work alongside the IT support service provider to maintain suitable, reliable and effective connectivity to ensure efficient curriculum delivery.

Overall

- To be aware of and support difference and to ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To develop constructive relationships and communicate with other agencies and professionals
- To share expertise and skills with others
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To comply with and assist in the development of policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

**Manchester City Council
Person Specification**

Business Support Manager Level 1

Experience

Considerable experience of working in an office environment at a senior level and managing other support staff

Qualifications/Training

Possession of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the School

Possess excellent numeracy and literacy skills

Knowledge/Skills

High level of skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement

Excellent ICT skills and to be able to effectively use specialist software packages

Have a full knowledge of the legal framework of schools and education

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

Successful experience of implementing, developing and maintaining and effective administrative systems in a busy office environment

Knowledge of project management and monitoring strategies

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives

Ability to lead and motivate other staff

Ability to organise own workload and that of others to meet conflicting deadlines

Excellent written and verbal communication skills

Ability to relate well to children and adults

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Ability to self-evaluate your learning needs and actively seek learning opportunities

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.