

School Business Manager

Job purpose including main duties and responsibilities

Main objectives of the post

The Business Manager is the school's leading support staff professional and works to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

The Business Manager is responsible for providing professional leadership and management of school admin, finance and premises staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The Business Manager is responsible for the management of the following:

- Financial Resources
- Administration
- Management information systems and ICT
- Human Resources
- Facility & Property
- Health & Safety

Leadership & Strategy

1. Attend appropriate Governors' sub-committee meetings
2. To lead and manage all school admin, finance and premises staff

Financial Resource Management

1. Evaluate information and consult with the Head Teacher to prepare a realistic and balanced budget for the school.
2. Submit the proposed budget to the CEO and Head of Business for approval by the Trust Board
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher and Local Governing Body of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people

8. Advise the Head of Business if fraudulent activities are suspected or uncovered
9. Make use of specialist financial expertise
10. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
11. Monitor the effectiveness and implementation of agreements

Administration Management

1. Manage the whole school administrative function and lead all admin, finance and premises staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Oversee processes that interact across the schools to form complete systems
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
5. Establish and use effective methods to review and improve administrative systems
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
7. Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.
8. Oversee the provision of administrative support to the Head Teacher and other Senior Leaders as required.

Management Information Systems & ICT

1. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
2. 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
3. Ensure contingency plans are in place in the case of technology failure

Human Resource Management

1. Manage the payroll services for all school staff alongside the external payroll provider.
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Manage recruitment, performance management, appraisal and development for all admin, finance and premises staff.
5. Make use of specialist expertise in relation to HR issues
6. Evaluate the school's strategic objectives and obtain information for workforce planning

Facility & Property Management

1. Line manage the premises staff
2. Monitor, assess and review contractual obligations for outsourced school services
3. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
4. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively

Health & Safety

1. Act as the school's Health & Safety Co-ordinator.
2. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
3. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
4. Enable regular consultation with people on health and safety issues
5. Ensure systems are in place to enable the identification of hazards and risk assessments
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head of Business, Trustees and where appropriate the Health & Safety Executive
7. Ensure the maximum level of security consistent with the ethos of the Trust

PERSONAL SPECIFICATION

Qualifications and training		Criteria
Good standard of education, preferably to GCSE level together with good numeracy and literacy skills.		E
Working towards, completed or willing to undertake Level 4 Diploma in School Business Management		E
Experience		
Minimum 1 years experience in a admin department		E
2 years experience in a school or educational environment		D
Experience line managing others		E
Skills and Knowledge		
Working knowledge of computerised finance systems and financial controls		E
Working knowledge of Excel and Word		E
Ability to communicate effectively both orally and in writing across a wide range of audiences		E
Ability to complete work to a required standard of accuracy and presentation		E
Good typing skills		E
Knowledge of PS Financials		D
Ability to delegate effectively		D
Personal Attributes		
Committed to safeguarding and promoting the welfare of children and young people		E
The ability to work with initiative and to tight deadlines		E
Show resilience under pressure		E
Have good organisational skills		E
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy.		E
To be willing to undertake further professional development		E