

JOB DESCRIPTION – SCHOOL BUSINESS MANAGER

JOB TITLE: School Business Manager

SALARY SCALE: Band 9

Hours: Full-time, 36.25 Hours per week

Working weeks: All year round

Responsible to: Headteacher

JOB PURPOSE:

- To take strategic responsibility for all aspects of the school's operations, including; PR and Marketing, Strategic Planning, Financial Management and Investments, Compliance and Risk, Capital Projects, Facilities, Site Management, Catering, Cleaning, Grounds, IT Infrastructure, Health and Safety.
- The School Business Manager will also influence strategic decision making by being a member of the school's Senior Leadership Team.
- To ensure the most effective use of resources in support of the school's objectives.

MAIN TASKS:

Responsible to the Headteacher and the Governing Body for the efficient conduct of the business, ensuring the school makes the best possible use of available resources.

- To performance manage within your remit; including the formal annual appraisal interview as appropriate.
- To contribute towards strategic thinking and support the senior leadership team.
- To market the school, developing partnerships in the local community and beyond, developing strong, positive profiles locally, regionally and nationally.
- To manage the school fund operation; lettings, club operations, budgeting, personnel line management
- To manage all aspects of operational risk and compliance including GDPR.
- Develop, operate and maintain an effective IT infra-structure.
- Strategic oversight of capital investment and the school development plan
- To organise, maintain and monitor the school's financial systems in accordance with Trafford guidelines and in partnership with our Finance consultants.
- Responsible for all financial processes and procedures of the school.
- Responsible for day-to-day management of cleaners, catering staff, site management, team, office support team.
- Responsible for the management of the strategic management of the Community Facilities comprising nursery, Sunshine Club and Holiday Club provisions
- Health & Safety Lead for the school ensuring policy compliance and safe ways of working throughout

Strategic Roles;

- To have direct responsibility to the Head teacher and Governors, attending applicable management and governing body meetings where appropriate, contributing to the strategic direction of the school.
- To be a member of the schools Senior Leadership Team.
- To assist the Head teacher with formulating and developing school needs, action planning, priorities, policies and procedures ensuring these are communicated to staff and consulted on as appropriate.
- To be responsible for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To promote and ensure safe working practices in line with Health and Safety requirements.
- Optimise funds from grants and other sources ensuring appropriate use and compliance with DfE statutory guidelines.

Finance

- Manage the school's financial procedures including all income and expenditure, bank reconciliations, and the input and submission of VAT returns and payment processing. Ensuring that the school's financial and administrative procedures meet the requirements of all relevant financial regulations.
- Manage the ordering and invoicing of all goods in accordance with Trafford's Financial Guidelines.
- Take a lead role in the planning and development of the school's financial records and information systems, including monitoring of policies and procedures.
- Provide interim and annual budget statements for the Governor Finance and Staffing Committee, CFR returns, cost centre reports, financial summaries, Statement of Internal Control, Scheme of Delegation and Best Value Statement.
- Manage the tendering process for yearly Staff Absence Insurance
- Monitor and maintain accounts for all budget areas.

- Manage the administration of downloading File Transfers and carry out Reconciliations using Trafford's mainframe links.
- Take a lead role in managing the school budget, in partnership with the Headteacher and Schools Finance Support Officer.
- Attend relevant cluster meetings.
- Oversee the budget setting process for Community Facilities in conjunction with the administrator and nursery manager.
- Provide regular finance updates to the Finance and Committee of the governing Body. This includes attending the Finance Committee meetings.
- Procure quotes when necessary.
- Manage and recover outstanding debts.
- To develop work specifications and manage service contracts with private providers, including Local Authority Service Level Agreements.

Personnel

- Manage all office support staff, catering staff contracts, cleaners (on-site), site management team
- Be responsible for the performance management of office staff, site management team
- To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for all office support staff and site management staff
- Oversee the tasks of the admin team, site management team.
- Manage confidential personnel records and contracts for Teaching and Non-Teaching staff with the Local Authority and within the School's MIS.
- Preparation of paperwork required for recruitment and ensure safer recruitment practices are followed.
- Establish all contracts, including amendments, new starters & leavers via GMSS portal following the direction of the Headteacher.
- Oversee the maintenance of up to date absence records for all staff and submit returns to insurances for claims where required
- Preparation and submission of the Workforce Census.
- Maintain the school's Single Central Record.
- Completion of staff return to work process, OH referrals and adjustments, absence requests.
- Informal meeting clerking where required

General Management and Administration

- To provide liaison and support for the Governing Body as required.
- The maintenance and development of school communication systems and making recommendations on these to the Headteacher.
- Liaise with contractors in the absence of the Site Manager, ensuring permits to work are completed where relevant.
- To undertake professional development as required.
- To undertake other appropriate duties as required by the Headteacher and Board of Governors.
- Undertake reception duties when necessary, including response to telephone and face to face enquiries.

Admissions and Attendance

- Responsible for overseeing the MIS end of academic year procedures.
- To oversee the preparation and submission of termly pupil Census returns.
- To oversee the school admissions process throughout the year for all in-year and start of year applicants.

ICT Coordination & Management

- To coordinate all ICT within the school and ensure that all external support is properly managed.
- Be the IT Lead in managing all ICT requirements, including systems management for the administrative computer network and all processes relating to ICT.
- Ensure the website is compliant with all necessary requirements.
- Organise and oversee annual IT audit frameworks and reviews with the LA

Premises, Health & Safety

- To lead the development of Health & Safety plans within the school, ensuring that emergency and contingency plans are in place and that any risks / issues are mitigated.
- To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result.

- To identify the need and be responsible for securing appropriate licences and insurance, developing effective strategies to minimise risk and maximise value to the school.
- To be responsible for the management of facilities including use of major building premises and associated administration, and major building works and projects, for example, new developments, including end-to-end project management where possible
- Responsible for the production, maintenance and execution of the Business Continuity Plan as Major Incident Plan Leader (MIP)

Other

- To carry out any other related duties to meet the needs of the school.