

# School Business Manager - Job Description

## Tatworth Primary School

**Manages:** School Office, Finance Administration, Caretaker, Cleaners, Technicians, Catering Team

**Title:** School Business Manager

**Location:** School Based

**Reports To:** Head Teacher

**Contract:** Fixed Term to 31<sup>st</sup> August 2022

0.6 (equivalent to three days a week) worked flexibly over five days

**Salary Range:** £28,000 - £34,000 pro-rata, dependent on experience

### Job Purpose

1. The School Business Manager (SBM) is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Head Teacher (HT) in her duty to ensure that the school meets its strategic aims.
2. The School Business Manager is responsible for providing professional leadership and the management of school support staff. The SBM will work in partnership with the HT and teaching staff, supporting their drive to achieve improved standards of learning and attainment in the school.
3. The School Business Manager promotes the highest standards of business ethos within the administrative functions of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager's role includes working with:
  - Financial Resource Management – Part time Finance Administrator
  - Administration Management – Office Administrator and Office Support Staff
  - Management Information and ICT – Contractor and in collaboration with Somerset County
  - Facility & Property Management – Caretaker and Cleaners
  - Hot Meal Providers – Lunch Time Supervisors
  - Health & Safety of the School
  - Human Resource Management of the school in collaboration with Somerset County

### General Duties & Strategies

1. Attend Senior Management/Leadership Team meetings when requested.
2. Attend full Governing Body and appropriate Governors' sub-committee meetings when requested.
3. Plan and manage change in accordance with the school development/strategic plan.
4. Investigate, prepare and analyse business cases to support developments in school.
5. To manage support staff performance management.
6. To complete any further activities that the Head Teacher deem are necessary.

## Financial Resource Management

1. Work with the Finance Administrator and Headteacher to prepare a realistic and balanced budget for school activity.
2. Actively monitor the agreed budget and control performance to achieve value for money. Identify and advise the Head Teacher of the causes of significant variance and take prompt corrective action.
3. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
4. Ensure robust financial policies and procedures are in place and adhered to and advise the Head Teacher and Governors if any fraudulent activities are suspected or uncovered.
5. Identify additional finance required to fund the school's proposed activities and in agreement with the Head Teacher develop an income generation strategy including applying for appropriate grants.
6. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
7. Present timely and fully costed proposals, recommendations or grant bids.

## Administration Management

1. Manage the whole school administrative function with the leadership of the Headteacher.
2. Establish and use effective methods to review and improve administrative systems to maximise efficiency and deliver the school's aims and goals.
3. Benchmark systems and information to assess trends and make appropriate recommendations.
4. Ensure compliance by preparing information for publications and returns for other agencies and stakeholders within statutory guidelines.

## Management Information Systems & ICT

1. Consult with relevant people and other parties to introduce new technology or improve existing technology.
2. Manage GDPR processes across the school and be the Data Protection Officer.
3. Ensure that the school has a well communicated strategy and robust policies for using technology that are aligned to the overall vision and give value for money.
4. Establish systems to monitor and report on the performance of technology within the school.
5. 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.
6. Ensure contingency plans are in place in the case of technology failure.

## Human Resource Management in collaboration with HR specialist advisors

1. Ensure the school's equality policy is clearly communicated to all staff in school.
2. Ensure that all recruitment, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
3. Take the lead role for the performance management, appraisal and development for all non-teaching and support staff.
4. Ensure people have a clear understanding of HR policies and procedures and the importance of putting them into practice.

5. Evaluate the school's strategic objectives and obtain information for workforce planning, identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

### Facility & Property Management

1. Ensure the school premises provide a safe and secure environment.
2. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
3. Ensure the continuing availability of utilities, site services and equipment.
4. Follow sound practices in estate management and grounds maintenance.
5. Monitor, assess and review contractual obligations for outsourced school services.
6. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
7. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
8. Seek professional advice on insurance and advise the Headteacher on appropriate insurances for the school and implement and manage such schemes accordingly.

### Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Collaborate with the school's Health & Safety external advisor.
3. Plan, instigate and maintain records of fire practices and alarm tests.
4. Ensure the school's written health & safety policy statement is clearly communicated and available to all.
5. Ensure the health & safety policy is implemented at all times, and is subject to review and assessment at regular intervals or as situations change.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Support in the writing of risk assessments.

Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, and Governors