

# School Business Manager

## Job Description: School Business Manager

<b>Line Manager:</b>	Headteacher & Finance & Business Manager
<b>Main Purpose of Role:</b>	The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team and Central Trust team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

### Accountabilities:

#### General Responsibilities

- The School Business Manager is responsible for working with the Trust to provide professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- The School 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 School Business Manager is responsible for working with the Trust to support the school with Financial Resource Management / Human Resource Management / Income generation including hiring of school facilities / Aspects of Health & Safety / Data Protection Officer role

#### Leadership & Strategy

- Attend Trust/Senior Management/Leadership Team when requested, Full Governing Body meetings.
- Work with the Trust and the school to help develop the strategic direction of the school and influence/support decision making within the school's Senior Management/Leadership Team
- Plan and manage change in accordance with the Trust & School development/strategic plan.

#### Financial Resource Management

- Evaluate information and consult with the Senior Leadership Team and Central Trust Team to prepare a realistic and balanced budget for school activity
- Assist the Trust Finance & Business Director with the budget for the school by discussing, informing and negotiating the budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Trust and Headteacher 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 the Trust & the School.
- Advise the Trust & Headteacher 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 year budgets
- Seek and make use of specialist financial expertise within the Trust.
- Present timely and fully costed proposals, recommendations or bids
- Monitor the effectiveness and implementation of agreements
- Ensure Trust financial procedures are adhered to
- Support work of the Finance Officer and Finance Assistant with finance transactions as required.

**Income Generation Management**

- Work with the Trust to actively seek additional funding through a variety of methods including bidding for external funding, working with partners to bring in services for free and keeping up to date with any LA / DfE funding the school might capitalise on
- Ensure income from hire of facilities is maximised and ensure smooth running of school lettings operation

**Human Resource Management**

- Support the Trust payroll services on behalf of the school
- Support the School & the Trust with recruitment, performance management, appraisal and development for all support staff
- Ensure people have a clear understanding of Trust policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Have undertaken safer recruitment training be responsible for the school's single central record
- Act as welfare link for staff absent from school

**Contract Management**

- Maintain a register of all the school's contracts, including catering, grounds maintenance, cleaning, reprographics and all other service level agreements.
- Ensure contracts are run smoothly and that terms are adhered to by contractors. Liaise with contractors to resolve issues.
- 4. Ensure contracts are sought using best value and in line with Trust procurement guidelines.

**Health & Safety**

- Be responsible for aspects of Health & Safety as detailed in the school's H&S policy.
- Assist the Senior Leadership team and Headteacher with H&S issues
- Ensure staff H&S training is provided on induction and on an annual basis
- Support the Trust in the review of H&S policies
- Work with the Site Manager to ensure Health & Safety procedures are adhered to, seeking assistance from Trust as required.

**Data Protection**

- Act as the school's Data Protection Officer
- Ensure staff are aware of GDPR responsibilities through updates and annual training
- Respond to Subject Access Requests
- Respond to Data breaches and inform the Trust as appropriate
- 5. Ensure compliance with Trust data protection policies and regulations

**Line Management**

- Line manage various support staff including Finance staff, Admin Manager, Data Manager, IT Manager and Site Manager.
- Other duties as required directed by the Headteacher and/or Trust

*These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.*

**Relationships**

- ◆ To work as part of school Senior Leadership Team
- ◆ To work as part of the trust central team, liaising regularly over outstanding tasks.
- ◆ To work effectively with other staff across the trust.
- ◆ Good interpersonal skills and ability to work with stakeholders at all levels.

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## Person Specification: School Business Manager

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ul style="list-style-type: none"> <li>5 good GCSEs including English and Maths at Grade C or above (or equivalent).</li> <li>A Levels/Degree</li> <li>Recognised premises management qualification/training</li> <li>A formal Health and Safety qualification</li> <li>Recognised School Business Management qualification</li> <li>Excellent word processing and EXCEL skills.</li> </ul>	x  x    x	   x x x	<b>Application form &amp; evidence</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>Working with children or young people.</li> <li>Working in a busy environment with competing deadlines.</li> <li>Involvement in school self-evaluation and improvement planning</li> </ul>	x  x x x x	x	<b>Application form</b>
<b>Vision and Strategy:</b> <ul style="list-style-type: none"> <li>Vision aligned with South Farnham Educational Trust of high aspirations and high expectations of self and others.</li> <li>Translating broad strategies into clear objectives and practical action plans</li> </ul>	x  x		<b>Interview</b>
<b>Behaviours, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>Good working knowledge of current statutory compliance and best practice</li> <li>Good understanding of risk management</li> <li>Strong organisational and time-management skills and ability to work under pressure.</li> <li>The ability to enthuse and inspire others and has a 'can do' attitude.</li> <li>Resilience and optimism to manage day-to-day challenges in a busy school environment.</li> <li>Ability to use IT systems including databases and Microsoft Office products.</li> <li>Ability to pay attention to detail.</li> <li>High levels of honesty and integrity, confidence and self-motivation.</li> <li>Ability to maintain discretion and confidentiality at all times</li> <li>Ability and willingness to travel regularly to locations within the Trust</li> <li>Good written and verbal communication skills</li> </ul>	x  x x  x  x  x x x x		<b>Interview</b>
<b>Other:</b> <ul style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ul>	x  x		Interview