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 **JOB DESCRIPTION**

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| **Job title** | School Business Manager |
| **Post Number** | J105 |
| **Grade** | NJC PO3 |
| **Accountable to:** | Head of School  |
| **Accountable for:** | * Facilities Supervisor
* ICT Systems Coordinator
 | * Admissions Assistant
* Receptionist
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| **Job purpose** | * To be responsible for the operation of the business functions of the school, including health and safety, premises, human resources, IT and the support services in line with statutory regulations and school policy.

The School Business Manager will advise on and implement the day-to-day business support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. |
| **Key accountabilities:** | 1. To manage the recruitment, induction, probation and payroll for The Limes College.
2. In liaison with the finance team, ensure effective financial management and benchmarking meet the School’s Financial Values Standard.
3. Line management of the Site Supervisor to ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements.
4. Act as the school’s health and safety lead and be responsible for the management of health and safety within the school.
5. To oversee the school’s website.
6. To oversee the cleaning contract.
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| **Key internal contacts** | * Senior Leadership Team
* Chief Financial Officer
* Finance Team
 | * Administrative Team
* Teachers
* Support Staff
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| **Key external contacts** | * Liberata Payroll
* Sutton and Kingston Pensions Team
* Occupational Health
* Servest/cleaners
 | * Recruitment agencies
* Governing Body
* BRN Project Managers and Contractors
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| **Special circumstances**: | * Hold a current Enhanced DBS check
* Hold a current driving license and use of own transport to carry out business on behalf of the College.
* Willing to work beyond conventional hours at peak times (e.g. Ofsted).
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| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.Strategic* Contribute to the development of the school’s values and visions and communicate these clearly and enthusiastically to all staff and other stakeholders.
* Develop and deliver the business strategies for the school.
* Provide support to staff during times of change.
* Prepare and submit reports and returns to Leadership, Governors, Sutton LA, DfE and associated agencies, at appropriate times.
* Attend the Senior Leadership meeting as required.
* Work with the Senior Leadership team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the College’s improvement plan and performance management.
* Coordinate INSET for the College in conjunction with the Leadership Team.
* Convene and chair the termly Health and Safety Committee.

Human Resources* Produce agreed job descriptions, person specifications and advertisements for vacant positions as required, including uploading them to e-teach or similar advertising portals.
* Be responsible for carrying out the administrative processes relating to recruitment and other staff changes, including seeking references, medical clearances, DBS checks in line with safer recruitment.
* Oversee the preparation of employment contracts within statutory timescale.
* Coordinate induction programmes with relevant line managers, safeguarding leads and site staff.
* Monitor probation periods, liaise with line managers and prepare probation letters.
* Be the first point of contact for all staff at the school on pay and contract related issues.
* Ensure that accurate personnel records, including sickness and other absences are maintained and information are recorded on SIMS and processed on Liberata.
* Liaise with the Head of HR to acknowledge resignation letters and exit interview.
* Make arrangements for agency cover as and when required within budget constraints and in accordance with the Safeguarding Children and Safer Recruitment in Education Guidance.
* Administer performance management for all staff alongside the HR Manager.
* Provide clerking of meetings linked to HR as required (grievance and disciplinary meetings).

Administrative Management* Manage the office team and ensure that all functions are carried out in a timely and efficient manner.
* Responsible for the performance, workload and professional development of each member of the team, including setting performance targets and identifying development opportunities, to enable efficient and effective performance of duties.
* Undertake sickness review meetings and other relevant meetings.
* Manage the compliance of the General Data Protection Regulation (GDPR) within the school.
* Continuously assess the office / administration IT solutions used to ensure that they are fit for purpose and provide value for money.
* Develop and refine the use of Information Technology within the College.
* Oversee The Limes College website ensuring information is current and up to date.
* Manage the timely submission of accurate statutory returns to the Local Authority and DFE (school census, workforce census, headcounts and admissions etc).
* Ensure that relevant policies linked to record keeping are kept up to date, reviewed regularly and implemented.

Safeguarding* Manage the school’s Single Central Record (SCR) and safeguarding requirements for staff, volunteers, and visitors, ensuring that it is up to date.
* Be responsible for ensuring that the relevant checks have been carried out for all staff, volunteers and visitors and relevant documentation has been seen/verified.
* In liaison with the Safeguarding Manager, maintain records of training linked to safeguarding.

Health and safety management* Ensure a safe and secure environment for all stakeholders.
* Ensure that the necessary risk assessments are drawn up, for day-to-day activities and for specific events and are regularly reviewed.
* Formulate, monitor, and implement the school’s health and safety policy to comply with the requirements of the health and safety at work act and other legislations.
* Ensure that the health and safety policy and policies linked to health and safety are always implemented, put into practice and are subject to review and assessment at regular intervals or as situations change.
* Establish systems of effective monitoring, measuring, and reporting of health and safety issues to the Head of School, governors and where appropriate the health and safety executive.
* Ensure that there is a maximum level of security, consistent with the ethos of the school.
* Ensure that necessary training linked to health and safety is completed by the relevant staff and organise this where necessary.
* Be a named key holder and lock up where necessary.

Facilities and property management* Ensure and oversee the safe maintenance of and operation of all school premises.
* Ensure the continuing availability of utilities, site services and equipment.
* Lead on and follow sound practices in estate management and grounds maintenance.
* Manage the Facilities Manager to ensure that all identified and agreed daily, weekly, monthly, termly, and annual tasks are completed in an efficient and timely manner.
* Negotiate, manage, and monitor contracts and tenders for the provision of services.
* Undertake a client role with contractors on building contracts/works.
* Ensure the cleaning services are monitored and managed effectively to maintain high standards.
* Develop proposals for the Headteacher and governors to consider and implement an agreed plan for the ongoing improvement of the school site.

Finance and Payroll* To work alongside the finance team ensuring effective financial management and benchmarking meet the School’s Financial Values Standard.
* Manage the administration of the payroll services, including checking payroll information, and implementation of pension schemes and other deductions from pay.
* Prepare annual salary statements.

TrustTo share in the day to day running of the Trust, including:* Promoting the Trust’s core themes of working with vulnerable young people and helping them to flourish.
* Promoting the safeguarding and welfare of children and young people.
* Complying with the Trust’s policies and procedures (eg equal opportunities and health and safety.
* Ensuring high standards of behaviour and dress are maintained.

Additional DutiesYou may be required to carry out additional duties, as the Executive Principal may reasonably request, which are commensurate with the post. |

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| ReviewThis job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.I confirm that I understand and agree the duties of this job description.Signature: Print name:Date:Manager’s signature:Print name:Date: |

 **PERSONAL SPECIFICATION**

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|  |  | **Essential** | **Desirable** |
| **Qualifications and Experience** | School Business Manager specific qualification e.g. Level 4 Diploma in School Business Management (CSBM). |  | 🗸 |
| Recognised management/business degree or equivalent related professional qualifications. | 🗸 |  |
| Experience of working in an educational environment. |  | 🗸 |
| Experience of managing staff development, performance and capability. | 🗸 |  |
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| **Skills and Abilities** | Ability to monitor and analyse information and present it in an appropriate format for other users. | 🗸 |  |
| Ability to liaise, motivate and negotiate confidently at a senior level. | 🗸 |  |
| Ability to build and form working relationships with stakeholders and to work as a member of a team. | 🗸 |  |
| Excellent standard of numeracy and literacy skills. | 🗸 |  |
| Ability to work under pressure and meet tight deadlines. | 🗸 |  |
| Ability to work on own initiative. | 🗸 |  |
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| **Knowledge** | An in depth understanding of facilities management and related issues such as health and safety, risk assessments. |  | 🗸 |
| To have a strong working knowledge of IT, encompassing proficiency in payroll software. | 🗸 |  |
| Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion and how performance management may improve provision. |  | 🗸 |
| Familiarity with protocol and practices within the education sector or other public sector organisation. |  | 🗸 |
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| **Special conditions** | Willing to undertake an Enhanced DBS check. | 🗸 |  |
| Willing to work beyond conventional hours. | 🗸 |  |
| Hold a current driving license and use of own transport to carry out business on behalf of the Trust. | 🗸 |  |

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.