



## JOB DESCRIPTION

The Winchcombe School

JOB TITLE	SALARY/GRADE
School Business Manager	H
<b>JOB PURPOSE</b>	
<ul style="list-style-type: none"><li>To be responsible for the school's business functions, including finance, personnel, health &amp; safety, IT infrastructure, premises and administration to support the school's teaching &amp; learning.</li><li>Ensuring the school complies with all statutory and LA requirements.</li><li>To line manage administrative and premises staff.</li><li>To be an active member of the school's leadership and management team. As a member of the school's senior leadership team promote the school's ethos, vision and shared strategic goals for raising pupil attainment.</li></ul>	
<b>DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE</b>	
<ul style="list-style-type: none"><li>To report to the Headteacher</li><li>To be part of the Senior Leadership Team</li></ul>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p><b>Leadership &amp; Strategy</b></p> <ol style="list-style-type: none"><li>Attend Senior Leadership Team and appropriate Governors' committee meetings.</li><li>Negotiate and influence strategic decision making within the school's Senior Leadership Team.</li><li>In the absence of the Head Teacher, take delegated responsibility for financial and other non-teaching and learning decisions.</li><li>Plan and manage change in accordance with the school development plan.</li><li>To lead and manage all school admin and site staff.</li><li>Develop and implement school policies and procedures.</li></ol> <p><b>Financial Resource Management</b></p> <ol style="list-style-type: none"><li>Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity to include Main School budget, Speech and Language Resource, Language and Literacy Centre, Capital Budget and The Phoenix Before and After School Club and other ring-fenced funds</li><li>Submit the proposed budgets to the Head Teacher and Governors for approval and assist the overall financial planning process.</li><li>Discuss, negotiate and agree the final budgets.</li><li>Ensure monthly reconciliation of FMS and Agresso.</li><li>Ensure Governors receive regular budget monitoring reports and provide detailed analysis explaining variances and activity.</li><li>Propose revisions to the budget if necessary, in response to significant or unforeseen developments.</li><li>Carryout benchmarking with Governors to identify trends locally and nationally and advise SLT &amp; Governors accordingly</li><li>Oversee management of the School Fund.</li><li>In collaboration with Finance Governors, maintain and develop targets through the SFVS.</li><li>Provide ongoing budgetary information to SLT Governors and budget holders.</li><li>Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.</li><li>Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.</li><li>Seek and make use of specialist financial expertise.</li><li>Maximise income through lettings and identify additional funding streams.</li><li>Select types of resources/contracts for services which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to obtain best value.</li><li>Present timely and fully costed proposals and recommendations for resources/contracts.</li></ol>	

17. Monitor the effectiveness and implementation of contracts and services.

### **Administration Management**

1. Manage the school's administrative function and lead all admin and site staff.
2. Manage the school's single central record and ensure safeguarding training for all staff
3. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
4. Manage systems and link processes that interact across the school to form complete systems.
5. Define responsibilities, information and support for staff and other stakeholders.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximise efficiency and avoid duplication within the school administrative functions.
8. Prepare Financial, HR, H & S and premises information for publications and returns for the DfE, LA and other agencies or stakeholders within statutory guidelines.
9. Ensure staff handbook is maintained and up to date.
10. Maintain school asset register.

### **Management Information Systems & IT**

1. Ensure MIS and ICT in school is supporting administration and teaching & learning in the school.
2. Consult with relevant stakeholders and other parties to introduce new technology or improve existing technology.
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
4. Communicate the strategy and relevant policies, including GDPR for use of technology across the school.
5. Establish systems to monitor and report on the performance of technology within the school.
6. 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.
7. Ensure contingency plans are in place in the case of technology failure.
8. Have an overview of the school website.

### **Human Resource Management**

1. Oversee the payroll services for all school staff.
2. Ensure that all HR policies and procedures comply with legal and regulatory requirements.
3. Manage recruitment, performance management, appraisal and development for all admin and site staff.
4. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
5. Monitor how policies and procedures are implemented and provide support where necessary.
6. Seek and make use of specialist expertise in relation to HR issues.
7. Ensure staffing structure supports the schools vision taking into account financial management.

### **Facility & Property Management**

1. To lead the planning and implementation on site of new capital & refurbishment projects and comply with statutory and LA requirements.
2. Ensure security operation of school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Manage the maintenance of the school site and grounds.
6. Ensure a safe environment for the stakeholders of the school.
7. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
8. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
9. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

## **Health & Safety**

1. Delegated responsibility for Health & Safety in school.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all stakeholders.
4. Ensure the health & safety policy is implemented and is subject to review annually or as situations change.
5. Enable regular consultation with people on health and safety issues.
6. Identify training requirements for stakeholders.
7. Carryout regular H & S briefings to staff.
8. Ensure systems are in place to enable the identification of hazards and risk assessments.
9. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
10. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

## **SCOPE OF JOB (Budgetary/Resource control, Impact)**

The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy

### **Confidentiality**

The post holder will have access to confidential information in either written, electronic, oral or first hand form. The confidentiality of such information must be respected; a breach of confidentiality is a disciplinary matter. If you are uncertain as to the status of the information it should be discussed with the Headteacher.

Person Specification		
Job Title: School Business Manager		The Winchcombe School
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Educated to A level or equivalent business qualification. Experience/training in business management.	Certificate of School Business Management (CSBM)/ Degree or equivalent qualification
<b>Competence Summary</b>	<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Excellent numeracy / literacy / ICT skills</li> <li>• Proficient in the use of Microsoft Office applications</li> <li>• Ability to interpret advice / statute and to devise policy / practice in the light of these</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to persuade, motivate, negotiate and influence</li> <li>• Organised and efficient</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Support and demonstrate commitment to the school's vision</li> <li>• Provide clear vision</li> <li>• Motivate and inspire staff</li> <li>• Support the Head Teacher in the management of change and improvement in pursuit of strategic objectives</li> <li>• Prioritise, plan, organise, direct and co-ordinate the work of others</li> <li>• Work as part of a team</li> <li>• Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out, set standards and provide a role model for pupils and staff</li> <li>• Seek advice and support when necessary</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Commitment to equal opportunities</li> </ul> <p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <ul style="list-style-type: none"> <li>• Full working knowledge of relevant polices / codes of practice / legislation</li> <li>• Several years experience working in an office environment at a senior level</li> </ul>	<p>Knowledge of SIMS/FMS</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Provide professional direction to the work of others</p> <p>Make informed use of inspection and research findings</p>
<b>Work related personal requirements</b>	<p><b>DISPOSITION AND ATTITUDE</b></p> <ul style="list-style-type: none"> <li>• Open – minded and receptive to new ideas, approaches and challenges.</li> </ul>	

	<ul style="list-style-type: none"><li>• A lateral thinker with a solution-based approach to problem solving</li><li>• Innovative</li><li>• Decisive</li><li>• Optimistic</li><li>• Self- motivated with the ability to act on own initiative</li><li>• Takes ownership of their remit</li><li>• The ability and desire to continually improve school business practices</li></ul>	
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