

## School Business Manager – Job description

### Job Purpose

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing 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 the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

### General Duties

#### Leadership & Strategy

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan. To lead and manage all school support staff
- Attend Trust wide meetings as required, work closely with the CFO / COO and adhere to Trust policies and procedures.

#### Financial Resource Management

- Budget planning, monitoring, and financial control – ensuring compliance with Trust systems and Academy Trust Handbook. Working under the direction of the CFO to ensure efficient management of Academy finances.
- Coordination and close liaison with Trust CFO to ensure timely management accounts and budget processes are in place. Monthly meetings and analysis with

Headteacher and governors as required. Provide ongoing budgetary information to the relevant budget holders

- Identify and inform the Head Teacher and CFO 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
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Ensure purchase orders and invoices are approved promptly, maintain the finance system and ensure weekly tasks inclusive of closing down purchase orders, credit control are actioned
- Understand income due to the school through various avenues and track.
- Present timely and fully costed proposals, recommendations or bids
- Advise the Head Teacher and CFO if fraudulent activities are suspected or uncovered
- Grant applications and fundraising- reviewing and overseeing all grant applications and fundraising opportunities across the school
- Standards monitoring, performance tracking and intervention - Ensure the school operates within agreed KPIs (Key Performance Indicators) linked to staffing, teacher costs, salary costs and benchmarking exercises using ICFP (Integrated Curriculum Financial Planning) protocols.
- To obtain agreements of budgets and to monitor accounts against budgets, including oversight of in-school budget holders.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SLT accordingly.
- Remain up to date about financial regulations and arrangements and advise the Headteacher and Governors of all relevant changes.
- Ensure correct procurement processes, policies and activities within the Academy and ensuring these meet the relevant standards. Maintain and monitor the contracts register, notify CFO / COO accordingly as per the finance policy in regard to procurement.
- To maximise income generation through letting arrangements and other activities, inclusive of Wrap around care and nursery if applicable, ensuring lettings or income generating areas are reviewed annually and prices increased accordingly.
- To oversee Academy insurance arrangements

### **Administration Management**

- Manage the whole school administrative function and lead all support staff.
- Ensure compliance

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.
- Policy development and compliance - At school level and supporting Trust policy development.
- Management of school systems as required by the Headteacher (fundraising, business continuity, risk register, health and safety, first aid, finances, recruitment)
- Ensure compliance for First aid, PEEPS (personal, emergency evacuation plans), minibus, trips, and website.
- Work closely with the COO on policies and systems.

### **Management Information Systems & ICT**

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Ensure high quality IT provision is in place within the academy through effective use of resources and line management of the IT provider
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including General Data Protection Regulation (GDPR) for use of technology across the school
- Ensure compliance with all GDPR regulations and processes within the school. Processing any breaches, training and updates as required.
- Establish systems to monitor and report on the performance of technology within the school
- 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
- Ensure contingency plans are in place in the case of technology failure
- Engage with the COO / CFO in regard to leasing of equipment.

## Human Resource Management

- To be responsible for payroll for all school staff, ensuring payroll provision is completed with accuracy and efficiency. Maintain records for payroll amendments, make submissions to the external payroll provider and deal with staff queries as they arise.
- Administer the Pension Schemes for the school (Teachers via the Teachers' Pension Scheme and support staff through LGPS)
- Ensure effective recruitment, induction, development, and management of support staff.
- Ensure effective line management, performance management and professional development for support staff.
- Lead a culture of continuous improvement across the Academy's administration, working to improve efficiency and effectiveness in all aspects of the Academy support services.
- Lead on staff wellbeing
- Ensure people have a clear understanding of the 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 via the external provider and COO
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Notify the COO if formal action is being taken against an employee

## Facility & Property Management

- Managing and coordinating site services and catering - Line management of the Site Manager and oversight of cleaning services. Contract management for catering provision. Ensure all contracts for site services / compliance are reviewed and meet requirements.
- Oversight of all academy trips including effective trip budgeting, compliance, and operation. Providing training and advice to trip organisers as required with oversight of EVC.
- Ensure site quality through a site schedule of works, managed on a 3-5 year plan.

- Strategic planning - Development and maintenance of a 5-year estates plan for the school in collaboration with the COO.
- To oversee the management of health and safety, risk management and business continuity. Liaise with and provide information to COO as required.
- Prepare and contribute for any CIF / SCA works as appropriate for the school. Identify needs and notify the COO.
- To oversee the maintenance of the school's site and buildings, and the efficient operation of all facilities on the property, including ICT.
- To oversee the sustainable and environmentally conscious management of school resources, including procurement and facilities management. Work towards the Trust's Sustainability strategy.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT and Trustees on appropriate insurances for the school and implement and manage such schemes accordingly.

## Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Attend the annual external health & safety audit, action plan and remedy all arising actions in a timely manner, liaise with COO accordingly
- Plan, instigate and maintain records for all aspects of compliance
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments, complete risk assessments and review as required.

- 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
- Ensure the maximum level of security consistent with the ethos of the school
- 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